

# ***City of Dover***

New Hampshire

## ***Proposed Budget***

Fiscal Year 2004

As submitted to the City Council  
By City Manager Paul Beecher



# City of Dover, NH

## Proposed Budget - Fiscal Year 2004

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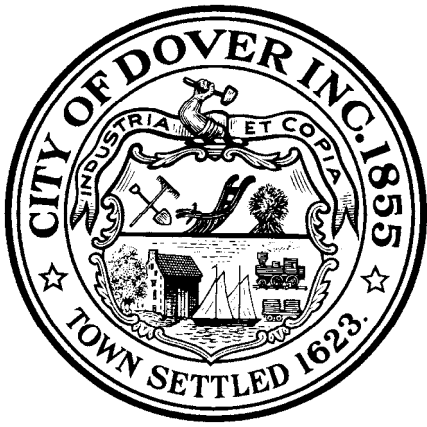
# City of Dover, NH

## Proposed Budget - Fiscal Year 2004

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# ***City of Dover***

## **New Hampshire**

### **Budget Message by City Manager Paul Beecher**

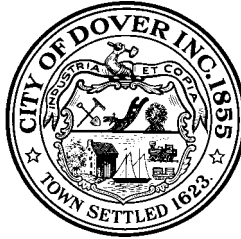
Fiscal Year 2004  
(July 1, 2003 to June 30, 2004)

Also contained in this section:

- City Financial Policy Goals
- Organizational Chart
- Community Profile
- Budget Process
- Fund Structure and Basis of Accounting
- Accounting & Budgetary Definitions
- Financial Indicators

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## *City of Dover, New Hampshire*

### OFFICE OF THE CITY MANAGER

March 26, 2003

To the Mayor and Members of the City Council:

I respectfully submit to you the proposed budget for Fiscal Year 2004. It has been a challenging process to arrive at a budget that I believe continues to provide the needed services of the City and yet keep the impact to the taxpayers as low as possible. I look forward to working with all members of the City Council as we proceed through the budget sessions in the coming months.

In order to meet the goal, I had to make reductions that I preferred not to make. In all, over \$2.1 million in reductions were made to Departmental budget requests. This includes significant decreases in the Capital Outlay area, transfers to Capital Reserves and to some personnel.

The bottom line of the General Fund City budget is an increase in spending of 7.1% or \$1,547,557. The City will be able to maintain its level of services within this increase. The largest portion of the increase (86.5%) relates to Personal Services (\$1,338,507), of which 63% relates to projected health insurance and retirement increases (\$837,401). The health insurance amount is a guaranteed maximum increase with the final rates to be issued in May. Personal Services also includes wage increases of 4.0%, including the contracts approved by the City Council. The increase in Debt Service (\$185,503) accounts for 12% of the City increase. The remaining 1.5% or \$23,547 relates to all other line items, including Purchased Services, Supplies, Capital Outlay, Other Expenses and Transfers.

### ***Budget Development***

The annual budgeting process begins with the development of the Capital Improvements Program (CIP). This program defines the needs of the City's capital spending for the next six years. In addition, capital items are identified for financing within the annual budget. The budget continues to be developed with direction from the adopted City Financial Policies. The City Financial Policies established goals for the City categorized into six major headings as follows:

- **Maintenance of Fund Reserves**
  1. Maintain adequate fund reserves to protect the City against emergencies and economic downturns.
- **Capital Improvements Program**
  2. Formal adoption of six year Capital Improvements Program (CIP).
  3. Established CIP project criteria.
  4. Established CIP financing criteria.
- **Debt Policies**
  5. Set parameters for issuance of debt.
  6. The City shall retire 75% of its debt within a ten year period.
- **Management of Enterprise Funds**
  7. Maintain Enterprise Funds on a self-sustaining basis.
  8. Continue to fund Capital Reserve accounts for Water and Sewer.
- **Budget Process**
  9. Review of all fees annually
  10. Preliminary budget estimates submitted to the City Council by October 1 for the following fiscal year.
  11. Established a date by which the School Board must pass their requested budget.

## All Budgeted Funds

The General Fund accounts for 78.6% of the operational spending of the City. The General Fund incorporates the spending in such areas as Police, Fire, Community Services and the School

Appropriations	Amount	% Total
General Fund	60,814,091	78.6%
Special Revenue	7,670,264	9.9%
Proprietary Funds	8,866,708	11.5%
Total	77,351,063	100.0%

Department. The Proprietary Funds are the next largest group, making up nearly 11.5% of the City's spending. This group is self-supporting and includes the Water and Sewer Utility Funds, the Arena Fund and the Internal Service Funds. The Internal Service Funds are grouped in this section as they have the same basis of accounting, with City departments as their primary customer. Special

Revenue Funds are funds whose revenues are restricted to specific areas of spending, representing 9.9% of spending. Many are Federal grants, such as the Community Development Block Grant and the School Federal Education Funds. Other Special Revenue Funds were established by the City Council, such as the Parking Activity Fund and the Residential Solid Waste Fund.

## General Fund - 5 Year Annualized Change

Before we look at specific increases of the FY04 budget versus the prior year, I believe it is important to gain a perspective of the components of the fund over time on an annualized basis. The chart at the right compares components of the General Fund from the past five years of change including the proposed budget. The first column shows the components in nominal dollars (unadjusted for inflation). The second column shows the change in constant dollars (adjusted for inflation).

5 Yr Change	Nominal \$	Constant \$
Appropriations:		
City	7.7%	4.4%
School	9.9%	6.5%
County	9.0%	7.6%
Total	9.0%	5.7%
Revenue:		
City	4.7%	1.4%
School	20.6%	16.9%
Property Tax	7.7%	4.4%
Total	9.1%	7.1%
Tax Rate:		
City	-3.7%	-6.6%
School	-6.7%	-9.6%
County	-2.7%	-5.7%
Total	-5.2%	-8.2%

## General Fund Appropriations

The proposed General Fund Budget for the City is \$23,451,024. This is an increase of \$1,547,557 or 7.1%. Please refer to Major Budget Changes & Tax Rate Impact in the Summaries Section for a breakdown of changes to the

General Fund. After departmental requests were submitted, I found it necessary to reduce the requests by \$2,181,177 to the General Fund. The School Board's request is \$32,870,686, which is adjusted for debt service. Also included in this budget are

Appropriations	FY03	FY04	Change	% Chng
City*	21,903,467	23,451,024	1,547,557	7.1%
School*	31,930,456	32,870,686	940,230	2.9%
County	3,695,245	4,492,381	797,136	21.6%
Total	57,529,168	60,814,091	3,284,923	5.7%

\* Includes share of Debt Service

intergovernmental expenditures of \$4,492,381 representing the County Tax apportionment.

## General Fund Revenue

General Fund revenues, excluding use of Fund Balance, are estimated at \$60,564,091 or 5.7% higher than the amounts for the prior year. Property taxes represent 53.7% of all budgeted funds revenue and 68.3% of the General Fund's funding. General Fund City revenue is up 5.5% and School revenue is down .8%. In addition to revenues, the City may use part of its Fund Balance to offset property taxes

Estimated Revenue	FY03	FY04	Change	% Chng
City	7,237,521	7,638,996	401,475	5.5%
School	11,731,122	11,638,738	(92,384)	-0.8%
Property Taxes	38,310,525	41,286,357	2,975,832	7.8%
Budgetary Use of Fund Bal	250,000	250,000	0	0.0%
Total	57,529,168	60,814,091	3,284,923	5.7%

(deficit spending). The FY04 budget proposes a use of \$250,000, the same as the previous year.

## Property Tax Rate

The Property Tax Rate applies to each \$1,000 of assessed value of property in the City. The rate is arrived at by dividing the net appropriations (appropriations less other revenue) by the net assessed value (total value less exemptions).

The table reflects the change in the estimated property tax rate that results from this budget's proposed appropriations and revenue estimates. Net local assessed value is estimated at \$1,864,299,742 or a .6% increase over the prior year. The Property Tax levy has only increased 1.6% annually over the last 10 years through FY03 in constant dollars. Property Taxes per capita, in constant dollars, over a 10-year period through FY03 has increased at an annual rate of only nine tenths of one percent.

Tax Rate	FY03	FY04	Change	% Chng
City	8.03	8.60	0.57	7.1%
Use of Fund Balance	(0.13)	(0.13)	0.00	0.0%
Net City	7.90	8.47	0.57	7.2%
School - Local	6.08	5.88	(0.20)	-3.3%
School - State	4.91	5.61	0.70	14.3%
Net School	10.99	11.49	0.50	4.5%
County Taxes	1.97	2.38	0.41	20.8%
Total	20.86	22.34	1.48	7.1%

The assessed value used for estimating the rates is last year's assessed value plus true growth taken from building permits. This gives the best comparison of tax impact of the budget from one year to the next. The estimated assessed value increase for next year is offset, however, due to tax relief given to the qualified elderly, disabled and blind by the City Council in the form of higher tax exemptions. The final rates will vary due to the annual changes to assessment values.

Summary of City Tax Rate Change	
	Rate
City Appropriation Change	0.83
City Revenue Change	(0.21)
Net City Change	0.62
Less Impact to City Rate of Valuation Change	(0.05)
<b>Net City Tax Rate Change for FY03</b>	<b>0.57</b>
Budgetary Use of Fund Balance Change	-
<b>Total City Tax Rate Change</b>	<b>0.57</b>

The Table to the left reflects the major components of the City portion of the Property Tax increase.

See the Major Budget Changes and Tax Rate Impact page in the Summaries section for more detail.

## Other Major Funds

The two other major groups of budgets are the Enterprise Funds (including Internal Service Funds) and Special Revenue Funds. The Enterprise Funds consists of the Water and Sewer Utility Funds and Arena. These funds are supported by user fees and are accounted for on the full accrual basis. The Water Fund is proposed at an increase of 14.5% and the Sewer Fund at an increase of 4.9%.

Enterprise Funds	FY03	FY04	Change	% Chng
Water	2,323,187	2,660,986	337,799	14.5%
Sewer	3,657,819	3,835,232	177,413	4.9%
Arena	1,041,778	1,168,998	127,220	12.2%
Internal Service	1,153,187	1,201,492	48,305	4.2%
Total	8,175,971	8,866,708	690,737	8.4%

In FY00 the City took back the operations of the Wastewater Treatment Plant from OMI. The table to the right reflects a comparison of the fifth and final year of the WWTP Budget to the OMI proposal for their 5<sup>th</sup> year of continued operation had they received the contract. The projected savings for year 5 were \$34,716. Total savings over the 5-year period are \$288,517.

Sewer - WWTP	FY04
WWTP Budget	1,072,853
Less Insurance	(24,422)
Less Capital Outlay	(24,500)
Net Comparable Costs	1,023,931
OMI Proposal	1,033,881
Total Savings	9,950

The Internal Service Funds (Workers Compensation, Fleet Maintenance, DoverNet and Central Stores) are also included for presentation purposes with the Enterprise section. The Special Revenue Funds make up the smallest share of the budgeted funds. Federal grant moneys, including any related local match, make up the majority of the budgeted Special Revenue Funds. The major grant funds are the School Cafeteria and Education Federal Grant Funds and the Community Development Block Grant Fund. The remaining funds were created by the City Council such as the Parking Activity Fund and the Residential Solid Waste Fund.

### Changes to Other Fees and Rates

The proposed budget reflects an increase to both the Water and Sewer rates. The Residential Waste Fees were increased during FY02 and no change is recommended for FY04.

Rate or Fee	FY03	FY04	Change	% Chng
Water/HCF	2.17	2.49	0.32	14.7%
Sewer/HCF	3.73	4.12	0.39	10.5%
Combined W/S	5.90	6.61	0.71	12.0%
Res Wst - 30 Gal	1.22	1.22	0.00	0.0%
Res Wst - 15 Gal	0.77	0.77	0.00	0.0%
Res Wst - Tag	2.97	2.97	0.00	0.0%

### Financial Condition

The City's General Fund ended Fiscal Year 2002 with an decrease to its Fund Balance of \$802,774 to \$3.6 million. \$634,000 of the decrease related to the Arena Fund's deteriorating cash position. The General Fund has been in the black since the deficits of the early 1990s. The major reason behind previous deficits and bond rating decreases of 1990 and 1991 was the high level of uncollected taxes. The percentage of uncollected taxes at the end of FY91 was 17.6%, while at the end of FY02 this rate was 4.1%. The amount of Property Tax Liens for FY02 remains at a low of 2.1% of the property tax levy. In August of 1999 the City received a bond rating upgrade to Baa1. The City received a second upgrade to A3 in May of 2001.

The General Fund balance at June 30, 2002 was 6% of the FY02 budget, the minimum requirement of the City Financial Policies. The City projects the fund balance of the General Fund to decrease in FY03, mainly due to additional reserving of funds for the Arena cash shortage. The City has hired a consulting firm to review Arena operations and make recommendations to balance their finances. Enterprise balances are made up mainly of equity in fixed assets. Also the Workers Compensation Fund's most recent actuarial study reflects a decrease to the claims liability in FY03.

Unreserved Fund Balances/Retained Earnings Positions			
Fund	FY01	FY02	FY03 Est
General	4,408,451	3,605,676	3,255,676
Special Revenue	146,985	258,376	209,000
Water	6,875,238	7,343,083	8,570,000
Sewer	9,302,292	9,861,001	11,576,000
Arena	(365,208)	(873,896)	(1,158,000)
Internal Service	5,197	316,013	345,000
Total	20,372,955	20,510,253	22,797,676
See Summaries Section for Details			

The amount of debt has increased in constant dollars at an annual rate of 5.2% over the past 10 years. General Fund debt per capita is at \$1,562, close to the median according to Moody's Credit Agency for a municipality the size of Dover. The General Fund debt to equalized value is 2.1%, less than Moody's median for a municipality the size of Dover. General Fund Debt Service as a percent of budget is 9.2% is

considered average, however, it is higher than the 8% required by policy. Pay down of debt over the next 10 years is at 79.3%, above the 75% required by policy and considered aggressive by credit agencies.

Economic indicators include the number of real estate transfers remaining at 11.9% of taxable parcels for FY02. There are some indications this may be slowing, but it is possible the bad winter weather could be a contributing factor. Equalized value per capita for FY02 was \$65,680, considered high and positive by Standard & Poor's benchmarks.

Unemployment as of December 2002 was at 3.9%, well below both the State and U.S. rates of 4.8% and 5.7% respectively. This level is about on par with the levels from 1995 through 1997. Motor vehicle permits continued to be strong during FY02 at 29,190 vehicles. This represents a 10-year increase of over 25%. The number and construction value of building permits also remained consistent at an average per permit value of approximately \$79,000. The area reflecting the largest impact of an economic change is the General Assistance payments from the Human Services Department in FY02 and FY03.

In summary, the General Fund's financial position is healthy, although reserves need to be increased. The local economy appears in relatively good shape, with some signs of weakness appearing in certain sectors. Unlike the economic conditions of the early 1990's, with a local base closing, there is no major issue negatively affecting the real estate and banking markets. There is also more diversification in the makeup of the business community both in Dover and the surrounding area.

### **Staffing**

The proposed budget reflects a decrease of 3 forty-hour equivalent positions from 303 to 300. The net decrease of 3 positions consists of changes in various areas. It includes .5 of a planning position

<b>40 Hour Equivalents</b>	<b>FY02</b>	<b>FY03</b>	<b>FY04</b>	<b>% Chng</b>
General Gov't & Other	57.2	58.8	58.3	-0.9%
Police	77.1	78.7	78.7	0.0%
Fire & Rescue	48.9	48.9	50.3	2.8%
Community Services	117.0	117.0	113.2	-3.3%
<b>Total</b>	<b>300.2</b>	<b>303.4</b>	<b>300.4</b>	<b>-1.0%</b>

resulting from an employee returning from active duty. A Fire Fighter's position, added during FY03, is reflected. The Clerk of the Works and an Executive Assistant

position in Community Services Public Works have been eliminated. A secretarial position in Recreation Administration was also removed. Minor changes to position hours also occur in other areas. There is a detailed breakdown of Personnel Positions by Department in the Summary Section.

### **Conclusion**

The FY04 Proposed City Budget is the second year of a status quo budget in terms of services and the costs needed to support them. The proposed budget lacks important appropriations in the Capital Outlay and Capital Reserves areas in order to wean the City off debt financing of projects. Specifically there are no new funds, either bonded or from the annual budget, for streets and sidewalks. Capital Outlay as a percentage of budget for the General Fund is dismal two tenths of one percent. Credit agencies view a ratio of 3 to 5% as beneficial, saving interest and providing flexibility.

I strongly recommend that the amount of Fund Balance used to offset property taxes remain at the proposed level. Too much of a decrease could have a negative result on the City's credit rating.

Again, I look forward to working with the City Council during the coming budget sessions. In closing, I would like to thank the Department Heads and their staffs for their work on the budget and who worked very hard to meet my goals for this budget.

Respectfully submitted,



Paul G. Beecher  
City Manager

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**City of Dover**  
**City Council Adopted**  
**City Financial Policies**

***Maintenance of Fund Reserves***

Goal 1: The City shall maintain adequate fund reserves to protect itself against emergencies and economic downturns.

- A. General Fund. - The City shall achieve and maintain a minimum undesignated fund balance of 6% of the General Fund's annual budget, including City, School and County appropriations. The City Council may appropriate any amount of undesignated fund balance in excess of the designated percentage or use the excess to offset property taxes as part of the final adopted budget for a fiscal year. The City Council may appropriate undesignated fund balance for emergency purposes per City Charter Section C3-9 A, as deemed necessary, even if such use decreases the fund balance below the designated percentage. For purposes of this section the following apply:
1. Emergency purposes does not include the offsetting of property taxes.
  2. Undesignated fund balance will be determined in accordance with generally accepted accounting principles.
  3. The undesignated fund balance target level shall be achieved by adding \$180,000 to the budget for a seven year period. This amount shall be removed if the targeted level is achieved earlier.
- B. Special Revenue Funds - Non-Grant. - The City shall achieve and maintain minimum undesignated fund balances of 5% of the total appropriations of each such fund budgeted.
- C. Enterprise Funds. - The City shall achieve and maintain net current assets (excluding unspent cash from bond proceeds) of 15% of the total appropriations of each fund in a given fiscal year.
- D. Internal Service Funds (in general). - The City shall achieve and maintain net current assets of 100% of inventory levels.
1. Workers Compensation Fund. - The City shall achieve and maintain 100% funding for an actuarially determined claims liability based on a 65% confidence level.



**City of Dover**  
**City Council Adopted**  
**City Financial Policies**

***Capital Improvements Program***

Goal 2: The City Council shall, by resolution, formally adopt a six year capital planning document. The document shall contain a listing of all capital improvement program projects, identifying the source of financing and delineating the impact to annual operations and maintenance. The City Council shall appropriate the funding for second year priority projects at the same time it funds the first year projects.

Goal 3: The City shall establish formal criteria for inclusion of a project in the CIP.

A. In order to be included within the CIP, a project needs to have an estimated annual aggregate cost of \$10,000 or more and have a useful life of three years or greater.

B. Projects must satisfy at least one of the following:

1. Protect the health and safety of employees and/or the community at large.
2. Significantly improve the efficiency of the existing services.
3. Preserve a previous capital investment made by the City.
4. Significantly reduce future operating costs or increase future operating revenues.

Goal 4: The City shall finance qualifying CIP projects using established criteria.

A. Debt Financed - Purchases financed by the issuance of bonds or capital leases. Purchase of assets of \$100,000 or more, nonrecurring within a five year period, and with a useful life of five years or more are recommended for debt financing. This shall include design costs for projects even when the costs occur in an earlier year.

B. Capital Reserve Financed - Purchases financed by savings from annual appropriations over a period of time for assets over \$10,000, recurring or not. Capital Reserves can be established for a specific item or a type of item. The City shall establish capital reserves for infrastructure and equipment needs for the General Fund.

C. Grant Financed - Purchase of assets over \$10,000, partially or wholly funded by grants from the State or Federal government.

**City of Dover**  
**City Council Adopted**  
**City Financial Policies**

- D. Existing Funds Financed - After the CIP projects are submitted and compiled, any items that can be financed with existing funds shall be identified. Existing funds could be any funds available from savings from another project or other source of funds, including any General Fund excess undesignated fund balance. If bonded funds are to be used, the item has to meet the useful life criteria for the remaining years of amortization of the bond funds used.
- E. Operating Budget Financed - Purchase of assets of less than \$100,000 or recurring in nature, are recommended to be financed through the annual operating budget for the fund involved. Annual programs, whether over \$100,000 or not, are suited for operating budget financing due to the ongoing nature of the program.

***Debt Policies***

Goal 5: The City shall size the issuance of the local share of new debt to not exceed the defined parameters.

- A. The City portion shall not exceed 65% of the legal limit (excludes debt related to Tolend Road Landfill Closure).
- B. The School portion shall not exceed 15% of the legal limit.
- C. The Water portion shall not exceed 5% of the legal limit.
- D. The Sewer portion shall not exceed 1.5% of the City's equalized assessed value for debt limits.
- E. Net annual General Fund debt service (payment of principal and interest less reimbursements) for a fiscal year shall not exceed 8% of the total appropriations of the General Fund (excludes debt service related to Tolend Road Landfill Closure).
- F. Net annual debt service for enterprise funds for a fiscal year shall not exceed 40% of the total appropriations for the fund involved.

Goal 6: The City shall maintain a pay down of net debt (debt principal less reimbursements to be received) for each fund whereby 75% or more is retired within the next ten years.

**City of Dover**  
**City Council Adopted**  
**City Financial Policies**

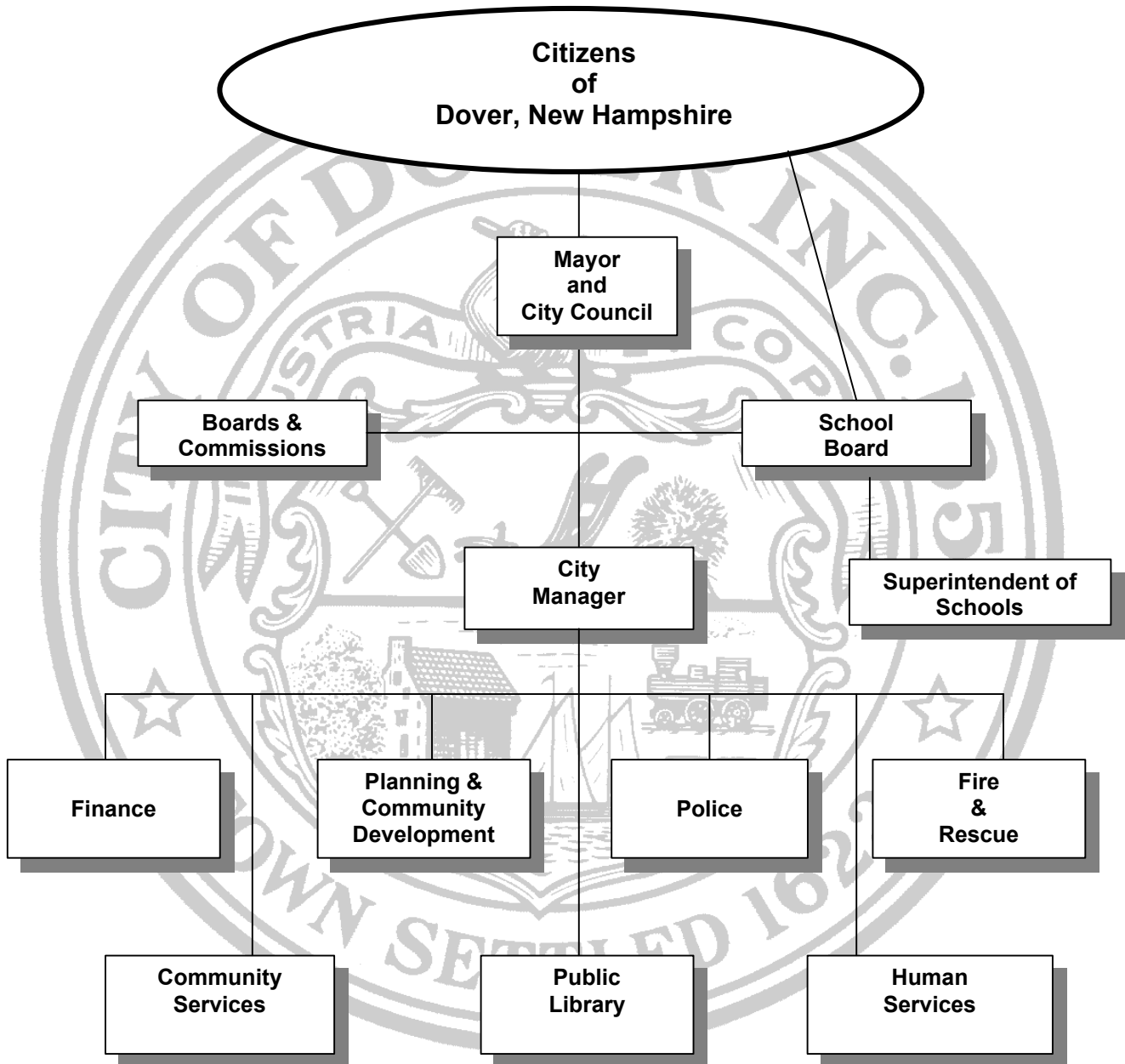
***Management of Enterprise Funds***

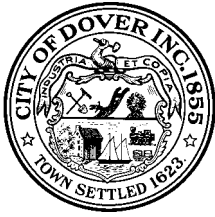
- Goal 7: The City shall continue to maintain all enterprise funds on a self sustaining user fee basis, with no support from property tax revenues. Fees shall be set annually to support the adopted budget. Water and Sewer fees shall be calculated by dividing the amount of money to be raised by the billable volume, in one hundred cubic feet units, expected for the year.
- Goal 8: The City shall continue to fund the Capital Reserve accounts for both Water and Sewer Funds. The City shall fund the Water Capital Reserve based on a the discounted ten year goal of \$500,000 (approximately 4% of fixed assets) and the Sewer Capital Reserve based on a discounted ten year goal of \$3,500,000 (approximately 6% of fixed assets).

***Budget Process***

- Goal 9: The various boards and commissions that advise the City Council shall review all fees that support such functions annually and report recommended changes to the City Council prior to preparation of the annual budget.
- A. The Dover Utilities Commission shall review the feasibility of establishing a Sewer Investment Fee similar to the Water Investment Fee.
  - B. The investment fees collected for Water, and Sewer if established, shall also be reviewed for placement in their respective Capital Reserve Funds.
- Goal 10: Preliminary budget estimates for the City and School shall be submitted to the City Council by October 1 for the following fiscal year. The preliminary budget shall contain amounts representative of policies contained within this document. The City Council shall review and approve a preliminary budget resolution by November 30 to give budgetary guidance to the City Manager and the School Department for development of the budget for the next fiscal year.
- Goal 11: The City Council shall set a date by ordinance by which the School Budget must be adopted by the School Board.

# City of Dover Organizational Chart





# ***City of Dover***

## **New Hampshire**

### **Budget for Fiscal Year 2004**

(July 1, 2003 – June 30, 2004)

#### **City Council Members**

Mayor: Alexander G. Nossiff

Ward 6: Thomas C. Dunnington, Jr.,  
Mayor Pro-Tem

Ward 1: Robert Keays

Ward 2: Brenda Whitmore

Ward 3: Matt Mayberry

Ward 4: Raymond A. Tweedie

Ward 5: Jason Hindle

At Large: Parks Christenbury III

At Large: Kevin Quigley

#### **City Manager**

Paul G. Beecher

#### **Departments**

Finance

Planning

Police

Fire and Rescue

Community Services

Public Library

Human Services

Jeffrey H. Harrington

Steven J. Stancel

William Fenniman, Jr.

Perry Plummer

Pierre Lavoie

Cathy Beaudoin

Janet A. Poulin

#### **School Board**

Ward 1: Linda Brennan

Ward 2: Valerie McKenny

Ward 3: Carolyn Mebert

Ward 4: Dorothy Hooper

Ward 5: Heather Orion-Hindle

Ward 6: Nicholas Skaltsis

At Large: Doris Grady

**Superintendent:** Armand LaSelva

# City of Dover - Community Profile

Town Settled	1623
Date of Incorporation	June 29, 1855
Date Charter Adopted	March 9, 1977
Form of Government	Council – Manager
Area of City in Square Miles	29
Persons per Square Mile (land only)	1,007
Median Family Income (1)	\$57,050
Median Age (1)	35.5

Land Use (2)	18,587 Acres	%
Residential		27.4
Commercial		1.4
Industrial		5.2
Institutional		1.7
Miscellaneous		2.1
Waterway		8.1
Undeveloped		54.1

Public Education – FY2003	
Number of Schools	5
Elementary Gr K – 4	3
Middle Gr 5 - 8	1
Senior High Gr 9 - 12	1
Teachers	321
Enrollment	4,006

Family Income (1)	%
Less than \$10,000	3.3
\$10,000 - \$24,999	9.4
\$25,000 - \$34,999	13.0
\$35,000 - \$49,999	16.1
\$50,000 - \$74,999	26.8
\$75,000 - \$99,999	16.7
\$100,000 - \$149,999	10.4
\$150,000+	4.3

Age Composition (1)	%
Under 5 Years	5.7
5 – 14 years	11.6
15 – 19 Years	5.7
20 - 24 Years	9.0
25 - 34 Years	17.2
35 - 44 Years	16.7
45 - 64 Years	20.3
65+ years	13.8

Population	
2000 US Census	26,884
1990 US Census	25,042
1980 US Census	22,387
1970 US Census	20,850

Housing Units (1)	11,924
1 Unit (incl detached)	5,871
2 - 4 Units	2,559
5+ Units	3,087
Mobile Home/Trailer	407

Educational Attainment (1) (for persons 25 years +)	%
Graduate or professnl degree	10.4
Bachelors degree	22.0
Associates degree	9.1
High School grad (incl GE)	46.5
Less than HS diploma	11.9

Racial Composition (1)	%
White	94.5
Black	1.1
Asian	2.4
Other	2.0

Employment by Industry (1)	15,261
Educational, health & social	3,164
Manufacturing	2,349
Retail	2,251
Finance, Insur, Real Est	1,492
Professional, Science, Mgmt	1,290
Arts, Entertainment, Recr	1,208
Other	3,507

Occupied Housing Units (1)	%
Owner Occupied - 5,920	51.2
Renter Occupied - 5,653	48.8

(1) = 2000 Census

(2) = Planning Department

# The Budget Process

Fiscal Year - July 1 through June 30

Date	Ref*	Action:
<b>Capital Improvements Program (CIP) Budget</b>		
July through August	AR 1-2	Departments submit proposed changes to the six year CIP to the City Manager. Requests are reviewed and final recommendations prepared in a Proposed CIP document. Year one of CIP is for the next fiscal year.
In September	AR 1-2	Proposed CIP is submitted to the Planning Board for review and recommendations to the City Manager.
November and December	AR 1-2	The Proposed CIP, along with Planning Board recommendations is submitted by the City Manager to the City Council for their review.
By end of December	AR 1-2	The City Council approves the six year CIP and the bond authorization for year one projects requiring debt financing.
<b>Annual Operating Budget</b>		
During December & January		City departments develop and submit budget requests to the City Manager for the next fiscal year based on the needs of their respective departments. Requests include the year one operating budget portion of the CIP.
From Feb 1 to March 15	Ord 9-1	The City Manager reviews departmental budgets requests with the departments. On or before March 15, the School Board must submit their recommended budget to the City Manager.
By April 15	C6-3 & Ord 9-1	City Manager submits his proposed budget recommendations, with the original department requests and the School Board's recommended budget to the City Council.
From April 15 to June 15		The City Council reviews the proposed budget with City Manager, departments and the School Board.
By June 8	C6-4 & RSA 44:10	Public hearings are held at least seven days in advance of adoption by City Council. Separate hearings held for City and School portions at least 24 hours apart.
By June 15	C6-5 & Ord 9-2	The City Council adopts a budget resolution for the next fiscal year with final spending authority for each department. The City Council has bottom line authority on the School Board recommendation. Passage of the final budget requires a majority vote.
By Mid-Oct	RSA 21-J:35	The property tax rate is set by the N.H. Department of Revenue Administration based on the final adopted budget and the revised total assessed property value. (Assessment date 4/1.)
During Fiscal Year	C6-8	Adjustments to the budget can be made in one of three manners:  A non-school department may transfer appropriations between accounts within his divisions with City Manager approval.  The City Manager may request transfers of appropriations between non-school departments with majority approval of the City Council.  The City Council may amend the budget by appropriating additional revenue sources or raising taxes (if before the rate has been set). This requires a two-thirds vote.

\* The Reference column refers to: AR for Administrative Regulation, C for City Charter section, Ord for city ordinance, or RSA for State statute.

# Accounting Structure and Basis

The governmental environment differs from that of business enterprises, however, the underlying accounting discipline shares many characteristics with commercial accounting. The principles for financial accounting and reporting for state and local governments are delineated by the Governmental Accounting Standards Board (GASB). The accounting of sources and uses of financial resources is accomplished with the use of various types of funds. Each fund is a self balancing accounting entity reporting the assets, liabilities, equity and performance of the fund. The types and sub types of funds and their purposes are presented below.

## **Fund Structure:**

**Governmental Funds** - Uses the modified accrual basis of accounting and budgeting.

**General Fund** - To account for basic governmental services supported mainly by property taxes. For example; Police and Fire & Rescue. Accounts for all sources and uses of funds not required to be accounted for in another fund. Basis of budgeting same as accounting except for property tax revenue, budget reflects the full levy for the current year only and is not adjusted for deferral.

**Special Revenue** - To account for the proceeds of specific revenues that are legally restricted to expenditure for specific purposes. An example would be a Federal Grant, other than for a capital project. For example, this includes the Community Development Block Grant, School Cafeteria, School Categorical Aid grants, the Residential Solid Waste Fund and the Parking Activity Fund.

**Capital Projects** - To account for acquisition or construction of major capital facilities. For example, this includes the General Fund Projects of each year's Capital Improvement Program. Also includes the Tolend Road Landfill Closure Fund. This excludes capital projects pertaining to Proprietary Funds which are accounted for within those funds.

**Proprietary Funds** - Uses the accrual basis of accounting and budgeting, except that budgeted capital outlay items are treated as assets for accounting purposes and not reflected as expenditures.

**Enterprise Funds** - To account for operations financed (primarily by user fees) and operated in a manner similar to private business. This includes the Water, Sewer, Arena and Dover Industrial Development Authority funds.

**Internal Service** - To account for services provided to various departments of the City on a cost reimbursement basis. This includes the Workers Compensation Funds, Garage Fund, Central Stores and the 457 Deferred Compensation Fund.

**Fiduciary Funds** - Uses the accrual basis of accounting, except for Expendable Trusts which use modified accrual basis. These funds are not generally budgeted as they are restricted to specific uses.

**Trust Funds** - To account for moneys held by the City Trustees to meet the intended purpose of the trust instrument. Types include Expendable and Non-Expendable. Expendable trusts can spend the principal for the intent of the trust, such as the Motor Vehicle Waste Reclamation Fund. Non-Expendable can spend only accumulated income. These make up the majority of Trust Funds and include the Cemetery Perpetual Care and Maintenance Funds.

**Agency Funds** - To account for moneys held by the City acting as agent to individuals, private organizations, or other governmental units. An example is Performance Bonds held for specific purposes or the Cocheco Riverwalk Fund.

An important concept to remember is that only the minimum number of funds should be established to be consistent with legal and operating requirements of the City. Excess number of funds can result in inflexibility, undue complexity, and inefficient financial administration. For efficient cash administration the City operates with a centralized cash account, reflected within the General Fund, for all funds except trust.



# Accounting Structure and Basis

## **Basis of Accounting and Budgeting of Funds:**

**Modified Accrual** - Revenues are recognized when measurable and available (cash received during fiscal year or within 60 days of year end).

Expenditures are recognized in the period when the liability is incurred, if measurable regardless of when cash is disbursed. An exception is made for unmatured interest on general long term debt which is recognized when due.

**Accrual** - Revenues are recognized when earned and become measurable regardless of when cash is received.

Expenses are recognized in the period when the liability is incurred, if measurable, regardless of when cash is disbursed.

## **Budgetary Accounts:**

A budgetary account for revenues and expenditures is identified using six sets of numbers. The first series of numbers relates to the fund, the second the function. A function represents a cost center within a fund. Function usually denotes a division of a department. These numbers are found in the upper left hand corner of the detail pages within a department's section of the budget. The third set relates to the object of the transaction. The next 2 series of numbers relate to Project & Fiscal Year, used mainly with grants and Capital Projects. The final set relates to the Department. The budget is primarily organized by department, then function. Functions are categorized according to the following major functions:

**41000 General Government** - Functions which support general operations to both the public and other departments of the city, including the legislative body. For example, the Planning Department.

**42000 Public Safety** - Functions which provide protection of the citizenry and its property. For example, the Police Department and Fire and Rescue.

**43000 Public Works** - Functions which provide the construction and maintenance of the infrastructure of the city, such as buildings, roads, drains and utilities. For example, Community Services Department's Streets and Drains Division.

**44000 Human Services** - Functions which provide social services to the economically disadvantaged. For example, the Human Services' Welfare Division.

**45000 Culture and Recreation** - Functions which provide cultural, including informational services, and recreational activities for the citizens. For example, the Public Library and the Community Services Department's Indoor Pool Division.

**47000 Debt Service** - Functions which accounts for the payment of principal and interest on both long and short term debt, such as bonds or Tax Anticipation Notes. Found in the General Fund only under the Other Charges tab.

**49000 Transfers** - Functions which accounts for the transfer of funds from the General Fund to other funds of the city.

**48000 Intergovernmental** - Functions which accounts for payments to other governmental unit, such as the County Tax apportionment.

**46900 Education** - Functions which provide educational services to all ages of citizens, mainly grades one through twelve.

# Accounting Structure and Basis

The third series of numbers relates to a revenue or expenditure object. A series of standard revenue and expenditure objects is used for all budgeted funds. Revenue are categorized by source of the funds. Expenditures are categorized by the primary object of expenditure. The following explains the major budget categories for both revenue and expenditures accounts:

## Revenue - 3000 Account Series

- 3100 Taxes** - Revenue derived from the levying of taxes, such as 3110 Property Taxes. Also includes Tax Interest and Penalties 3190.
- 3200 Licenses & Permits** - Revenue from fees collected for issuance of licenses or permits to individuals and businesses. For example, Motor Vehicle Permits, 3220.
- 3300 Intergovernmental** - Revenue from other governments, such as the state. For example, the Shared Revenue Block Grant received from the State, 3351.
- 3400 Charges for Services** - Revenue from user fees for services rendered. For example Ambulance Services, 3425.
- 3500 - 3600 Misc. Revenue** – Revenue derived from various sources mainly relating to the use of property and money. For example from penalties assessed or late charges, revenue derived from use or sale of city assets and Investment Income 3610.
- 3700 Education** - Revenue received from the School Department. For example, tuition from other communities and State aid to education.
- 3910 - 3920 Operating Transfers In** – Revenue received from other funds of the City. For example, Transfer from Trust Fund 3918.
- 3930 - 3999 Other Financing Sources** - Revenue not otherwise categorized. For example, Budgetary Use of Fund Balance 3999.

## Expenditures - 4000 Account Series

- 4100 & 4200 Personal Services** - Expenditures related to salaries, wages and fringe benefits for regular and temporary full time, part time and seasonal employees. For example, 4130 Overtime.
- 4300 - 4500 Purchased Services** - Expenditures for goods and services obtained from vendors for operations. For example, 4334 Legal Fees.
- 4600 Supplies** - Expenditures for supplies and materials needed for operations. For example, 4610 Office Supplies.
- 4700 Capital Outlay** - Expenditures for the acquisition of assets with a useful life of three years or more and a cost of \$10,000 or more. For example, 4741 Machinery & Equipment.
- 4800 Other** - Expenditure for goods and service not previously classified. For example, 4810 Membership Dues.
- 4910 Operating Transfers Out** - Amounts transferred to other funds that are not considered operational expenditures of departments.
- 4920 Debt Service** – The payment of principal & interest due on outstanding debt.
- 4950 Education** – Expenditures related to school operations.
- 4990 Intergovernmental** – County Tax.

# Accounting and Budgetary Definitions

**ACCRUAL BASIS.** Accounting basis which records the effect of transactions and other events in the period in which they occur, rather than the period the cash is received or paid or other asset transfer occurs.

**ABATEMENT.** A cancellation of all or part of a levy or service charge. A property tax abatement is usually a result of a decrease in the assessed value of a property. Abatements also apply to Water and Sewer billings.

**ANNUAL BUDGET.** A budget that applies to a single fiscal year. Dover's fiscal year runs from July 1 of one year until June 30 of the following year.

**APPROPRIATION.** A legal authorization granted by the City Council to incur expenditures and obligations for a specific period.

**ASSESSED VALUATION.** A valuation upon real estate as a basis for levying taxes.

**ASSET.** Anything having a commercial or exchange value.

**BASIS OF ACCOUNTING.** A term used to refer to *when* revenues, expenditures, expenses and transfers and their related assets and liabilities are recognized and reported within the financial statements. Also refer to Accrual and Modified Accrual. See the Accounting Structure and Basis section for more information.

**CAPITAL IMPROVEMENTS PROGRAM.** Also referred to as CIP. A separate budgetary process that occurs to appropriate funds for projects that are capital in nature and generally financed by long term debt. The CIP budget process precedes the annual budget process.

**CAPITAL ASSETS.** Long-lived tangible assets obtained or controlled as a result of a past capital outlay or other event such as donation. Includes: land, buildings, improvements to buildings and equipment.

**CAPITAL OUTLAY.** Expenditures resulting in the addition or acquisition of assets to the City, generally in excess of \$10,000 with a service life of greater than three years.

**CONSTANT DOLLARS.** Dollars adjusted for inflation using a specified year as the base year in order to ascertain actual purchasing power over a period of time.

**DEBT.** An obligation of the city resulting from borrowing money. These can be short term in nature (1-3 years) in the form of notes (Tax Anticipation Notes) or long term (5-20 years) in the form of bonds or capital leases. Can also refer to unpaid purchases of goods and services.

**DEBT LIMIT.** The maximum amount of debt legally permitted. Also see Capital Improvements and Debt section.

**DEBT SERVICE.** The payment of principal and accrued interest due on outstanding debt.

**DEFERRED REVENUE.** Amounts for which asset recognition has been met, but for which revenue recognition have not been met. For example, under the modified accrual basis of accounting, amounts that are measurable, but not available (not collected within 60 days after fiscal year end).

**DEFICIT.** Relating to financial position (1) the excess of liabilities of a fund over its assets. Relating to operations (2) the excess of actual expenditures over actual revenue during a fiscal year.

**DEFICIT SPENDING.** Excess of expenditures over revenue. The net loss lowers fund balance. Continued deficit spending can place the fund's net worth into a negative position requiring additional borrowing. Also see Use of Fund Balance.

# Accounting and Budgetary Definitions

**DEPRECIATION.** The apportionment of the cost of a capital asset expensed over the number of years of its estimated service life. Funds that show depreciation are Enterprise Funds, i.e. Water, Sewer and Arena Funds.

**ENCUMBRANCES.** Commitments related to unperformed contracts for goods or services. Used in budgetary control, they represent the estimated amount of expenditures ultimately to result if unperformed contracts are completed.

**ENTERPRISE FUNDS.** A fund established to account for the operations financed and operated in a manner similar to private business, primarily supported by user fees. Includes Water, Sewer, Arena and the Dover Industrial Development Authority. Also included in the Enterprise Fund Totals are the Internal Service Funds. Internal Service Funds are similar in nature to enterprise funds, with the City as the main customer.

**ESTIMATED REVENUES.** The budgetary estimates of revenue to be received from various sources.

**EXPENDITURES.** The measurement of net decreases in financial resources within governmental funds. This includes current operating expenses, debt service and capital outlays.

**EXPENSES.** The measurement of outflows or other decreases in assets or incurrences of liabilities (or a combination of both) from delivering or producing goods, rendering services or carrying out other activities that constitute the ongoing central operation.

**FISCAL YEAR.** A 12 month period to which the annual operating budget applies and at the end of which the city determines its financial position and the results of operations.

**FIDUCIARY FUND TYPES.** To account for assets held by the government unit in a trustee capacity or as an agent for individuals, private organizations, other government units and /or other funds.

**FUND.** A fiscal and accounting entity with a self balancing set of accounts for recording results of operation and reflecting related assets and liabilities.

**FUND BALANCE.** The accumulated equity balance in a governmental fund resulting from operations over the years. This is the difference between fund assets and fund liabilities.

**GENERAL FUND.** A fund used to account for basic governmental services supported generally by taxes. Accounts for all financial resources not required to be accounted for in another fund.

**GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP).** Uniform minimum standards and guidelines for financial accounting and reporting. The primary authoritative body on the application of GAAP to state and local governments is the Governmental Accounting Standards Board (GASB).

**GOVERNMENTAL FUND TYPES.** Funds used to account for the acquisition, use and balance of expendable financial resources and the related current liabilities, except those accounted for in proprietary or fiduciary funds.

**INTERNAL SERVICE FUND.** A fund used to account for the financing of goods or services provided by one department to other departments on a cost reimbursement basis. See Other Charges Section for information relating to the city's Internal Service Funds.

**LIABILITIES.** Claims arising from present obligations to transfer assets or provide services in the future resulting from past transactions or events.

**MEASUREMENT FOCUS.** The accounting convention that determines (1) which assets and liabilities are included on a government's balance sheet and where they are reported there, and (2) whether an operating statement presents information on the flow of financial resources (revenues and expenditures) or information on the flow of economic resources (revenues and expenses).

# Accounting and Budgetary Definitions

**MODIFIED ACCRUAL BASIS.** Accounting basis under which revenues are recognized when they become measurable and available. Expenditures are recognized when the fund liability is incurred, except for long term debt interest, which is recognized when due.

**NET INCOME.** Proprietary fund excess of operating revenues, nonoperating revenues and operating transfers in over operating expenses, nonoperating expenses and operating transfers out.

**NOMINAL DOLLARS.** Dollars unadjusted for inflation. (Also see Constant Dollars.)

**PRESENT VALUE.** The discounted value of a future amount of cash, assuming a given interest rate.

**OPERATING BUDGET.** See Annual Budget.

**PROPRIETARY FUND TYPE.** The classification used to account for a government's ongoing organizations and activities that are similar to those found in the private sector and whose operations are financed primarily by user fees.

**RETAINED EARNINGS.** The accumulated equity balance in an enterprise or internal service fund resulting from operations over the years. This is the difference between fund assets and fund liabilities and therefore includes equity in fixed assets.

**REVENUES.** (1) For governmental funds - Increases in net current assets from other than expenditure refunds. Debt proceeds and transfers classified separately. (2) For proprietary funds - Increases in net total assets from other than expense refunds and capital contributions. Residual and operating transfers classified separately.

**SERIAL BONDS.** Bonds whose principal is repaid in periodic installments over the life of the issue. This is the only type of general obligation bond allowed for public improvements by municipalities in NH.

**SPECIAL REVENUE FUND.** A fund used to account for the proceeds of specific revenues that are legally restricted to expenditure for specific purposes.

**TAX LEVY.** An annual amount of taxes imposed by the city on property owners in support of its fiscal year budget.

**TAX RATE.** The rate per \$1,000 of assessed valuation of property used to calculate the tax assessment of a parcel of property. The rate is derived by dividing the amount to be raised in taxes by the total assessed value of the City divided by 1000.

**TAX ANTICIPATION NOTES.** Notes issued in anticipation of future tax collections, the proceeds of which provides cash for operations. These notes are payable within one year of issue.

**USE OF FUND BALANCE.** Term used for budgetary purposes to reflect the amount that budgeted expenditures (appropriations) exceed estimated revenues. This budgeted net loss is financed by use of a fund's fund balance available from previous fiscal years. For accounting purposes this is not considered revenue. Also see Deficit Spending.

# CITY OF DOVER - FINANCIAL INDICATORS

	By Fiscal Year unless otherwise noted											Annual % Change	
	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	5 Yr	10 Yr
<b>ECONOMIC MEASURES</b>													
CPI-U Boston Area - CY	145.0	148.6	152.9	154.9	158.6	163.3	167.9	171.7	176.0	183.6	191.5	3.2%	2.8%
CPI-U % Change	4.4%	2.5%	2.9%	1.3%	2.4%	3.0%	2.8%	2.3%	2.5%	4.3%	4.3%		
Median Family Income - Dover	43,912	45,789	47,666	49,543	51,420	53,297	55,174	57,050	58,927	60,804	62,681	3.3%	3.6%
Median Family Income - US	44,251	45,161	47,012	49,687	51,518	53,350	56,061	59,981	62,228	NA	NA	4.6%	4.2%
Dover Family Inc % to US	99.23%	101.39%	101.39%	99.71%	99.81%	99.90%	98.42%	95.11%	94.70%				
Population - CY	25,594	25,778	25,962	26,146	26,330	26,514	26,698	26,884	27,068	27,252	27,436	0.7%	0.7%
Equalized Assessed Value	949,800,513	929,546,816	948,065,894	959,034,811	996,357,942	1,028,621,807	1,161,777,709	1,324,236,772	1,529,921,457	1,789,901,391	2,021,766,340	14.5%	7.8%
Equilzd Assesed Value per Capita	37,110	36,060	36,517	36,680	37,841	38,795	43,516	49,257	56,521	65,680	73,690	13.7%	7.1%
Real Estate Transfers	960	896	898	810	1,209	1,350	1,116	1,003	1,012	1,038	NA	-3.0%	4.9%
Transfers as % of Taxable Parcels	11.8%	11.0%	10.9%	9.7%	14.3%	15.9%	13.1%	11.8%	11.7%	11.9%			
Property Tax Liens - # Parcels	895	786	662	555	370	383	405	397	318	301	NA	-4.0%	-11.8%
# Liens as % # Taxable Parcels	11.0%	9.6%	8.0%	6.7%	4.4%	4.5%	4.8%	4.7%	3.7%	3.4%	NA		
Property Tax Liens - \$ Amount	2,390,619	1,870,143	1,551,750	1,418,280	770,492	814,754	660,367	622,792	637,555	650,520	NA	-3.3%	-14.0%
\$ Liens as % of Tax Levy	9.9%	7.5%	6.3%	5.6%	3.0%	3.1%	2.5%	2.2%	2.2%	2.1%	NA		
Building Permits Issued	376	406	531	470	476	477	556	625	626	646	NA	6.3%	6.9%
Building Permits - Construction Value	7,842,900	10,303,066	18,176,732	15,121,676	33,233,469	31,392,162	40,877,669	35,801,208	49,283,349	51,254,746	NA	9.1%	20.6%
Average Permit Value	20,859	25,377	34,231	32,174	69,818	65,812	73,521	57,282	78,727	79,342	NA	2.6%	12.7%
Motor Vehicle Permits Issued - FY	23,254	23,988	24,926	25,462	27,093	26,796	26,892	27,807	28,536	29,190	NA	1.5%	2.4%
Welfare - General Assistance Expense	153,468	122,976	135,840	142,121	140,251	148,500	167,343	144,307	151,839	243,102	NA		
Percentage Change	-6.6%	-19.9%	10.5%	4.6%	-1.3%	5.9%	12.7%	-13.8%	5.2%	60.1%	NA		
Unemployed - Dover Area - CY	932	814	505	518	501	373	333	306	320	367	582	9.3%	-4.6%
Labor Force - Dover Area	14,402	14,505	14,146	14,568	14,086	14,535	14,387	14,491	15,034	15,200	15,065	0.7%	0.5%
Unemployment Rates - Dover	6.5%	5.6%	3.6%	3.6%	3.6%	2.6%	2.3%	2.1%	2.1%	2.4%	3.9%		
Unemployment Rates - NH	7.5%	6.6%	4.6%	4.0%	4.2%	3.1%	2.9%	2.7%	2.8%	3.5%	4.8%		
Unemployment Rates - US	7.4%	6.8%	6.1%	5.6%	5.4%	4.9%	4.5%	4.2%	4.0%	4.8%	5.7%		
	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003		
<b>LIQUIDITY MEASURES</b>													
General Fund													
Fiscal Year Prop Tax Levy Bal - 6/30	3,300,225	2,631,688	2,307,457	2,061,977	1,545,763	1,469,477	1,328,475	1,208,181	1,334,742	1,438,473	NA	-1.4%	-9.2%
6/30 Tax Bal as % of Tax Levy	13.3%	10.7%	9.1%	8.1%	5.8%	5.5%	4.7%	4.3%	4.2%	4.1%	NA		
General Fund Undesig Fund Bal	-1,080,632	510,308	1,227,710	861,498	2,025,339	2,034,593	2,149,416	3,949,957	4,408,451	3,605,676	NA	12.2%	NA
% of Next FY Budget	-3.2%	1.5%	3.5%	2.4%	5.5%	5.2%	5.0%	8.1%	8.1%	6.3%			
Fund Bal / Equalized Value (000)	(1.14)	0.55	1.29	0.90	2.03	1.98	1.85	2.98	2.88	2.01			
Working Capital as of June 30													
General Fund	(3,842,530)	232,661	816,325	235,082	1,311,445	1,286,230	2,343,341	3,991,602	4,014,603	3,443,011	NA	21.3%	NA
Water Fund	(496,808)	(387,472)	(189,263)	(62,687)	(25,237)	156,021	81,225	387,925	528,063	522,415	NA	NA	NA
Sewer Fund	66,800	206,339	139,529	288,165	372,842	587,051	890,528	1,250,259	1,592,274	1,938,323	NA	39.1%	21.1%
Arena Fund	(229,010)	(239,557)	(228,456)	(214,739)	(227,515)	(254,636)	(291,806)	(441,163)	(529,289)	(1,147,052)	NA	38.2%	20.4%
Working Cap % of Next FY Budget													
General Fund	-11.4%	0.7%	2.3%	0.7%	3.5%	3.3%	5.4%	8.2%	7.4%	6.0%	NA		
Water Fund	-28.2%	-21.6%	-10.1%	-3.4%	-1.4%	8.5%	4.0%	18.1%	23.1%	22.5%	NA		
Sewer Fund	2.1%	6.4%	3.9%	8.7%	11.4%	17.4%	26.7%	35.5%	44.4%	53.0%	NA		
Arena Fund	-47.5%	-46.8%	-46.1%	-41.3%	-44.5%	-47.7%	-53.3%	-64.7%	-54.4%	-110.1%	NA		
Current Ratio													
General Fund	0.60	1.04	1.16	1.05	1.30	1.27	1.52	1.89	1.87	1.68	NA	5.2%	12.0%
Water Fund	0.30	0.46	0.62	0.88	0.95	1.31	1.12	1.69	1.77	1.73	NA	12.8%	NA
Sewer Fund	1.03	1.10	1.07	1.15	1.20	1.32	1.49	1.73	1.82	2.01	NA	10.8%	5.8%
Arena Fund	0.07	0.07	0.03	0.03	0.02	0.14	0.17	0.05	0.03	0.07	NA	26.9%	0.6%
Quick (Acid) Ratio													
General Fund	(0.02)	0.12	0.25	0.20	0.51	0.62	0.90	1.28	1.42	1.26	NA	19.5%	NA
Water Fund	(0.71)	(0.53)	(0.35)	(0.15)	(0.04)	0.19	0.25	0.35	0.64	1.00	NA	NA	NA
Sewer Fund	0.17	0.27	0.38	0.44	0.48	0.55	0.66	0.79	0.89	1.32	NA	22.5%	15.4%
Arena Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	NA	-22.3%	-13.6%

# CITY OF DOVER - FINANCIAL INDICATORS

	By Fiscal Year unless otherwise noted											Annual % Change	
	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	5 Yr	10 Yr
<b>REVENUE</b>													
Property Taxes													
Equalized Tax Rate	26.19	26.61	26.74	26.79	26.40	26.07	23.65	21.04	20.25	19.75	NA	-5.6%	-2.1%
Equalized Tax Rate - Constant \$	33.16	32.88	32.11	31.75	30.56	29.31	25.86	22.50	21.12	19.75	NA	-8.4%	-4.8%
Change in Constant \$	0.97	(0.28)	(0.77)	(0.36)	(1.19)	(1.25)	(3.45)	(3.36)	(1.38)	(1.37)	NA		
% Change	3.0%	-0.8%	-2.3%	-1.1%	-3.7%	-4.1%	-11.8%	-13.0%	-6.1%	-6.5%	NA		
Property Tax Levy - Constant \$	32,731,869	31,725,909	31,640,837	31,627,106	31,921,178	31,559,802	32,493,046	31,638,108	34,267,199	36,774,676	38,510,525	4.1%	1.6%
Change in Constant \$	(669,501)	(1,005,960)	(85,072)	(13,731)	294,072	(361,377)	933,244	(854,938)	2,629,092	2,507,477	1,735,849		
% Change	-2.0%	-3.1%	-0.3%	0.0%	0.9%	-1.1%	3.0%	-2.6%	8.3%	7.3%	4.7%		
Average Residential Property Tax	2,775	2,594	2,681	2,719	2,730	2,757	2,911	2,869	3,138	3,538	3,784	6.5%	3.1%
Property Tax as % of Family Income	6.3%	5.7%	5.6%	5.5%	5.3%	5.2%	5.3%	5.0%	5.3%	5.8%	6.0%		
Property Taxes per capita	968	955	973	978	1,004	1,015	1,067	1,055	1,163	1,294	1,404	6.7%	3.8%
% Change	1.6%	-1.4%	1.9%	0.6%	2.6%	1.1%	5.1%	-1.1%	10.3%	11.2%	8.5%		
Property Taxes per capita - Constant \$	1,279	1,231	1,219	1,210	1,212	1,190	1,217	1,177	1,266	1,349	1,404	3.4%	0.9%
% Change	-2.7%	-3.8%	-1.0%	-0.7%	0.2%	-1.8%	2.2%	-3.3%	7.6%	6.6%	4.0%		
Other Gen Fund Revenue - Constant \$													
City	5,964,330	6,153,412	6,385,682	6,346,023	6,323,229	6,695,730	6,937,452	6,755,773	7,323,513	7,609,040	7,237,521	1.6%	2.0%
School	4,384,552	4,650,473	4,094,919	4,310,330	4,482,665	4,738,249	5,200,742	9,561,754	10,115,616	11,423,344	11,731,122	19.9%	10.3%
Use of Fund Balance	1,424,896	867,904	718,959	1,070,620	405,021	457,348	375,071	278,829	1,139,095	1,121,255	250,000	-11.4%	-16.0%
Total General Fund	11,773,778	11,671,788	11,199,560	11,726,973	11,210,915	11,891,328	12,513,265	16,596,357	18,578,225	20,153,639	19,218,643	10.1%	5.0%
Other Gen Fund Revenue per Capita													
City	233	239	246	243	240	253	260	251	271	279	264	0.9%	1.2%
School	171	180	158	165	170	179	195	356	374	419	428	19.1%	9.6%
Use of Fund Balance	56	34	28	41	15	17	14	10	42	41	9	-12.0%	-16.6%
Total General Fund	460	453	431	449	426	448	469	617	686	740	700	9.3%	4.3%
	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003		
<b>APPROPRIATIONS</b>													
Budget of Major Funds - Constant \$													
City	19,421,517	18,211,600	17,506,905	17,677,672	17,669,601	17,637,019	18,451,668	19,625,611	20,801,421	22,002,128	21,903,467	4.4%	1.2%
School	22,017,068	22,051,423	22,299,173	22,590,440	22,487,629	22,598,787	23,441,598	25,459,139	28,937,451	31,101,801	31,930,456	7.2%	3.8%
County	3,067,063	3,134,675	3,034,319	3,085,967	2,974,863	3,215,324	3,113,044	3,149,714	3,106,552	3,824,387	3,695,245	2.8%	1.9%
Total General Fund	44,505,647	43,397,698	42,840,397	43,354,079	43,132,093	43,451,130	45,006,311	48,234,465	52,845,424	56,928,316	57,529,168	5.8%	2.6%
Water	2,190,145	2,083,319	2,066,110	2,129,119	2,044,827	1,971,629	1,920,049	2,094,247	2,142,869	2,196,066	2,135,148	1.6%	-0.3%
Sewer	3,351,362	4,105,199	4,035,204	4,381,072	3,987,570	3,824,513	3,846,267	3,718,266	3,832,431	3,740,681	3,657,819	-0.9%	0.9%
Arena	553,003	621,965	640,755	612,945	627,539	599,341	608,558	610,882	741,565	1,014,612	1,041,778	11.7%	6.5%
Total Major Funds - Constant \$	50,600,158	50,208,181	49,582,466	50,477,216	49,792,029	49,846,613	51,381,184	54,657,860	59,562,289	63,879,675	64,363,913	5.2%	2.4%
% Change - Constant \$													
City	-2.6%	-6.2%	-3.9%	1.0%	0.0%	-0.2%	4.6%	6.4%	6.0%	5.8%	-0.4%		
School	-2.9%	0.2%	1.1%	1.3%	-0.5%	0.5%	3.7%	8.6%	13.7%	7.5%	2.7%		
County	-3.5%	2.2%	-3.2%	1.7%	-3.6%	8.1%	-3.2%	1.2%	-1.4%	23.1%	-3.4%		
Total General Fund	-2.8%	-2.5%	-1.3%	1.2%	-0.5%	0.7%	3.6%	7.2%	9.6%	7.7%	1.1%		
Water	-8.6%	-4.9%	-0.8%	3.0%	-4.0%	-3.6%	-2.6%	9.1%	2.3%	2.5%	-2.8%		
Sewer	-9.9%	22.5%	-1.7%	8.6%	-9.0%	-4.1%	0.6%	-3.3%	3.1%	-2.4%	-2.2%		
Arena	-3.9%	12.5%	3.0%	-4.3%	2.4%	-4.5%	1.5%	0.4%	21.4%	36.8%	2.7%		
Total % Change - Major Funds	-3.6%	-0.8%	-1.2%	1.8%	-1.4%	0.1%	3.1%	6.4%	9.0%	7.2%	0.8%		
Budget per Capita - Constant \$													
City	759	706	674	676	671	665	691	730	768	807	798	3.7%	0.5%
School	860	855	859	864	854	852	878	947	1,069	1,141	1,164	6.4%	3.1%
County	120	122	117	118	113	121	117	117	115	140	135	2.1%	1.2%
Total General Fund	1,739	1,684	1,650	1,658	1,638	1,639	1,686	1,794	1,952	2,089	2,097	5.1%	1.9%
Water	86	81	80	81	78	74	72	78	79	81	78	0.9%	-0.9%
Sewer	131	159	155	168	151	144	144	138	142	137	133	-1.6%	0.2%
Arena	22	24	25	23	24	23	23	23	27	37	38	10.9%	5.8%
Total Major Funds - Constant \$	1,977	1,948	1,910	1,931	1,891	1,880	1,925	2,033	2,200	2,344	2,346	4.5%	1.7%

# CITY OF DOVER - FINANCIAL INDICATORS

	By Fiscal Year unless otherwise noted											Annual % Change	
	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	5 Yr	10 Yr
<b>DEBT INFORMATION</b>													
Moody's Credit Rating	Baa	Baa	Baa	Baa	Baa	Baa	Baa	Baa1	A3	A3	A3		
Debt Service % of Budget													
General Fund (net of State Aid)	6.9%	6.8%	6.3%	6.7%	6.9%	7.6%	7.4%	7.7%	8.5%	9.8%	9.2%		
Water	37.1%	32.5%	29.6%	29.8%	30.2%	31.6%	30.3%	27.0%	26.6%	35.6%	35.1%		
Sewer (net of State Aid)	36.4%	28.3%	26.1%	23.0%	24.1%	22.3%	20.2%	20.2%	23.2%	26.3%	28.5%		
Arena	6.4%	5.5%	4.6%	5.8%	5.2%	13.9%	12.3%	10.8%	8.3%	44.2%	42.4%		
Debt at June 30													
City (Excludes Hospital)	7,922,419	7,987,347	9,157,275	10,116,514	12,166,961	11,470,671	14,820,966	13,916,837	23,673,243	22,628,086	Incl Auth Unissued 26,818,328	18.5%	13.0%
School	1,709,200	1,695,722	2,005,568	2,694,612	2,753,142	2,691,653	2,357,273	19,182,291	19,720,294	17,987,493	20,067,764	49.5%	27.9%
Total General Fund	9,631,619	9,683,069	11,162,843	12,811,126	14,920,103	14,162,324	17,178,239	33,099,128	43,393,537	40,615,579	46,886,092	27.1%	17.1%
Water	3,162,033	2,831,909	2,946,785	3,014,434	3,012,083	2,763,733	2,894,382	2,337,196	4,858,947	4,307,298	8,685,649	25.7%	10.6%
Sewer	21,358,597	19,950,411	18,567,225	17,811,841	16,496,458	15,181,074	14,295,691	13,004,800	14,650,000	13,640,000	15,635,000	0.6%	-3.1%
Arena	114,926	172,262	157,597	139,084	487,227	444,918	403,915	366,880	3,930,390	4,279,500	4,034,410	55.4%	42.7%
DIDA	132,825	110,688	88,550	66,413	44,275	985,413	944,491	923,842	901,144	-	-	-100.0%	-100.0%
Total Debt at June 30	34,400,000	32,748,338	32,923,000	33,842,898	34,960,147	33,537,462	35,716,718	49,731,846	67,734,018	62,842,377	75,241,151	17.5%	8.1%
Total Debt at June 30 - Constant \$	45,431,724	42,202,602	41,234,496	41,839,348	42,212,283	39,328,989	40,737,054	55,466,794	73,699,230	65,546,379	75,241,151	13.9%	5.2%
State Aid to Debt													
School Building Aid	315,162	254,623	191,085	126,046	111,323	97,365	83,408	4,793,257	4,401,080	4,027,482	4,022,746	110.5%	29.0%
Sewer State Aid	16,340,825	15,461,421	14,565,499	13,647,969	12,398,393	11,637,588	10,777,894	9,948,296	9,118,688	8,289,085	7,459,482	-8.5%	-7.5%
Base Value for Debt Limits	997,810,542	976,804,404	990,730,342	1,001,623,613	1,039,569,350	1,072,384,312	1,208,262,266	1,351,890,603	1,558,792,619	1,820,063,750	Estimated 2,055,835,950	13.9%	7.5%
Legal Debt Limits													
City - 1.75% thru 1998, 3% 1999 on	17,461,684	17,094,077	17,337,781	17,528,413	18,192,464	18,766,725	36,247,868	40,556,718	46,763,779	54,601,913	61,675,079	26.9%	13.4%
School - 7%	69,846,738	68,376,308	69,351,124	70,113,653	72,769,855	75,066,902	84,578,359	94,632,342	109,115,483	127,404,463	143,908,517	13.9%	7.5%
Water - 10%	99,781,054	97,680,440	99,073,034	100,162,361	103,956,935	107,238,431	120,826,227	135,189,060	155,879,262	182,006,375	205,583,595	13.9%	7.5%
DIDA - Industrial Parks	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	0.0%	0.0%
DIDA - Industrial Buildings	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	0.0%	0.0%
Debt Against Legal Debt Limits													
City	8,037,345	8,159,609	9,314,873	9,255,598	10,166,799	9,600,589	11,808,525	11,127,117	24,706,790	24,265,500	26,965,410	22.9%	12.9%
School	1,709,200	1,695,722	2,005,568	2,083,425	2,753,142	2,691,653	2,357,273	19,182,291	19,720,294	17,987,493	20,067,764	49.5%	27.9%
Water	3,162,033	2,831,909	2,946,785	3,014,434	3,012,083	2,763,733	2,894,382	2,337,196	4,858,947	4,307,298	8,685,649	25.7%	10.6%
DIDA - Industrial Parks	132,825	110,688	88,550	1,066,413	2,531,665	2,337,138	2,145,000	1,970,000	1,795,000	1,625,000	1,455,000	-9.0%	27.0%
DIDA - Industrial Buildings	-	-	-	-	-	963,275	944,491	923,842	901,144	-	-	-100.0%	NA
Exempt from Legal Debt Limits	21,358,597	19,950,411	18,567,224	18,423,028	16,496,457	15,181,074	15,567,047	14,191,400	15,751,843	14,657,086	18,067,328	3.5%	-1.7%
Unused Capacity of Legal Debt Limits													
City	9,424,339	8,934,468	8,022,908	8,272,815	8,025,665	9,166,136	24,439,343	29,429,601	22,056,989	30,336,413	34,709,669	30.5%	13.9%
School	68,137,538	66,680,586	67,345,556	68,030,228	70,016,712	72,375,248	82,221,086	75,450,051	89,395,189	109,416,969	123,840,753	11.3%	6.2%
Water	96,619,021	94,848,532	96,126,249	97,147,927	100,944,852	104,474,699	117,931,845	132,851,864	151,020,315	177,699,077	196,897,946	13.5%	7.4%
DIDA - Industrial Parks	3,867,175	3,889,313	3,911,450	2,933,587	1,468,335	1,662,863	1,855,000	2,030,000	2,205,000	2,375,000	2,545,000	8.9%	-4.1%
DIDA - Industrial Buildings	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	36,725	55,509	76,158	98,856	1,000,000	1,000,000	93.6%	0.0%
% of Legal Debt Limits Used													
City	46.0%	47.7%	53.7%	52.8%	55.9%	51.2%	32.6%	27.4%	52.8%	44.4%	43.7%		
School	2.4%	2.5%	2.9%	3.0%	3.8%	3.6%	2.8%	20.3%	18.1%	14.1%	13.9%		
Water	3.2%	2.9%	3.0%	3.0%	2.9%	2.6%	2.4%	1.7%	3.1%	2.4%	4.2%		
DIDA - Industrial Parks	3.3%	2.8%	2.2%	26.7%	63.3%	58.4%	53.6%	49.3%	44.9%	40.6%	36.4%		
DIDA - Industrial Buildings	0.0%	0.0%	0.0%	0.0%	0.0%	96.3%	94.4%	92.4%	90.1%	0.0%	0.0%		
% of Policy Debt Limits Used													
City - 65% of Legal Limit	70.81%	73.44%	82.66%	81.24%	85.98%	78.70%	50.12%	42.21%	81.28%	68.37%	67.26%		
School Net - 15% of Legal Limit	13.31%	14.05%	17.44%	18.61%	24.20%	23.04%	17.92%	101.37%	93.60%	73.05%	74.33%		
Water - 5% of Legal Limit	63.38%	57.98%	59.49%	60.19%	57.95%	51.54%	47.91%	34.58%	62.34%	47.33%	84.50%		
Sewer Net - 1.5% of Equalized Value	35.22%	32.19%	28.14%	28.94%	27.42%	22.97%	20.19%	15.39%	24.10%	19.93%	26.96%		

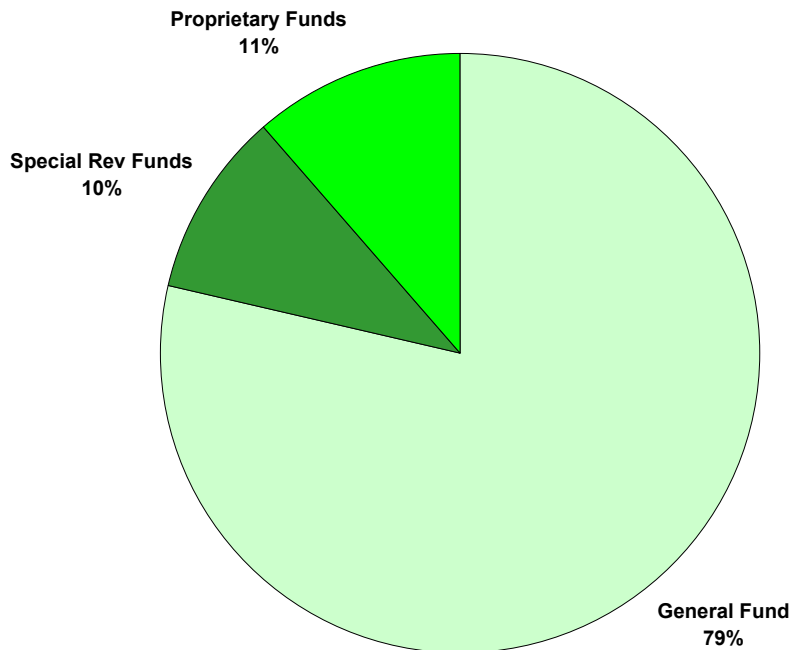


# CITY OF DOVER - FINANCIAL INDICATORS

	By Fiscal Year unless otherwise noted											Annual % Change	
	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	5 Yr	10 Yr
<b>DEBT INFORMATION - Continued</b>													
Debt per Capita													
City	310	310	353	387	462	433	555	518	875	830	977	17.7%	12.2%
School (net of State Aid)	54	56	70	98	100	98	85	535	566	512	585	43.0%	26.8%
Total General Fund	364	366	423	485	562	530	640	1,053	1,441	1,343	1,562	24.1%	15.7%
Water	124	110	114	115	114	104	108	87	180	158	317	24.9%	9.9%
Sewer (net of State Aid)	196	174	154	159	156	134	132	114	204	196	298	17.4%	4.3%
Arena	4	7	6	5	19	17	15	14	145	157	147	54.4%	41.7%
DIDA	5	4	3	3	2	37	35	34	33	-	-	-100.0%	-100.0%
Total Debt per Capita	693	661	700	768	853	822	931	1,302	2,003	1,854	2,324	23.1%	12.9%
Debt per Capita as % of Family Income	1.58%	1.44%	1.47%	1.55%	1.66%	1.54%	1.69%	2.28%	3.40%	3.05%	3.71%		
Debt as % of Equalized Value													
City	0.8%	0.9%	1.0%	1.1%	1.2%	1.1%	1.3%	1.1%	1.5%	1.3%	1.3%	3.5%	4.7%
School (net of State Aid)	0.1%	0.2%	0.2%	0.3%	0.3%	0.3%	0.2%	1.1%	1.0%	0.8%	0.8%	25.8%	18.4%
Total General Fund	1.0%	1.0%	1.2%	1.3%	1.5%	1.4%	1.5%	2.1%	2.5%	2.0%	2.1%	9.2%	8.0%
Water	0.3%	0.3%	0.3%	0.3%	0.3%	0.3%	0.2%	0.2%	0.3%	0.2%	0.4%	9.8%	2.6%
Sewer (net of State Aid)	0.5%	0.5%	0.4%	0.4%	0.4%	0.3%	0.3%	0.2%	0.4%	0.3%	0.4%	3.3%	-2.6%
Arena	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.3%	0.2%	0.2%	35.8%	32.4%
DIDA	0.0%	0.0%	0.0%	0.0%	0.0%	0.1%	0.1%	0.1%	0.1%	0.0%	0.0%	-100.0%	-100.0%
Total Debt to Equalized Value	1.9%	1.8%	1.9%	2.1%	2.3%	2.1%	2.1%	2.6%	3.5%	2.8%	3.2%	8.3%	5.4%
% of Debt Paydown in 10 years													
General Fund	NA	NA	84.1%	87.3%	86.3%	88.0%	85.8%	75.7%	73.9%	76.4%	Issued Debt 79.3%		
Water	NA	NA	88.4%	91.7%	90.5%	92.3%	91.9%	94.7%	76.0%	77.5%	78.9%		
Sewer	NA	NA	64.9%	68.1%	71.5%	75.2%	79.5%	84.9%	86.8%	92.6%	93.2%		
Arena	NA	NA	87.3%	89.2%	75.3%	80.0%	85.0%	89.9%	53.7%	56.0%	58.5%		
Capital Outlay Spending in Annual Budget													
City - General Fund	171,074	147,009	118,100	247,425	195,246	342,744	272,970	580,838	487,230	502,315	80,000		
Water - (incl transfer to reserve)	57,743	78,343	91,850	63,400	69,400	86,600	152,150	258,300	202,900	143,500	130,500		
Sewer - (incl transfer to reserve)	181,700	165,200	156,600	181,000	182,500	259,000	282,200	415,000	439,500	390,000	412,000		
Arena	-	1,200	9,900	30,100	30,555	33,000	16,200	10,350	2,400	-	1,200		
% Capital Outlay to Budget													
City - General Fund	1.2%	1.0%	0.8%	1.7%	1.3%	2.3%	1.7%	3.3%	2.5%	2.4%	0.4%		
Water	3.2%	4.5%	5.1%	3.4%	3.8%	4.7%	8.3%	12.6%	9.5%	6.3%	5.6%		
Sewer	7.2%	5.2%	4.9%	5.1%	5.5%	7.9%	8.4%	12.4%	12.5%	10.9%	11.3%		
Arena	0.0%	0.2%	1.9%	6.1%	5.9%	6.5%	3.0%	1.9%	0.4%	0.0%	0.1%		
Enterprise Fund Capital Assets @ 6/30													
Water	7,884,300	7,746,917	7,572,822	8,351,392	8,466,684	8,655,581	8,926,358	9,043,646	9,671,129	10,616,966	NA	4.6%	3.0%
Sewer	47,735,881	46,103,981	44,454,371	43,227,608	41,626,423	40,473,913	38,711,693	37,284,937	36,724,216	36,332,126	NA	-2.7%	-3.0%
Arena	482,973	514,435	480,019	457,943	769,999	717,075	644,777	684,876	4,497,880	4,599,997	NA	43.0%	25.0%
Enterprise Net Debt to Capital Assets													
Water	40.1%	36.6%	38.9%	36.1%	35.6%	31.9%	32.4%	25.8%	50.2%	40.6%	NA		
Sewer	10.5%	9.7%	9.0%	9.6%	9.8%	8.8%	9.1%	8.2%	15.1%	14.7%	NA		
Arena	23.8%	33.5%	32.8%	30.4%	63.3%	62.0%	62.6%	53.6%	87.4%	93.0%	NA		

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# APPROPRIATIONS ALL BUDGETED FUNDS



Fund Type	FY02 Actual Realized	FY03 Council Adopted	FY04 City Mgr Proposed	Dollar Increase (Decrease)	Percent Incr(Decr) City Mgr
General Fund	54,064,187	57,529,168	60,814,091	3,284,923	5.7%
Special Rev Funds	5,912,803	7,096,493	7,670,264	573,771	8.1%
Proprietary Funds	7,860,976	8,175,971	8,866,708	690,737	8.4%
Totals	67,837,966	72,801,632	77,351,063	4,549,431	6.2%

**General Fund:** Activities accounted for in the General Fund include Public Safety (Police and Fire & Rescue), Public Works functions such as upkeep of streets and drains, Recreation functions such as the Indoor Pool and the Butterfield Gym, the Public Library and Human Services. These are mainly Property Tax supported.

**Special Revenue:** Activities accounted for where revenues have been restricted to the activity. These include Federal and State grants as well as locally restricted money such as parking receipts for the Packing Activity Fund and the receipts for sale of waste bags restricted to the Residential Waste Fund.

**Proprietary:** Activities that are usually self supporting and accounted for in the same nature as private enterprise. These include Enterprise funds like the Water and Sewer Utility Funds and the Arena Fund. Also included are Internal Service Funds which service departments.

## ESTIMATED REVENUES & APPROPRIATIONS - ALL BUDGETED FUNDS

Fund Name	Budget Type	Dept.	Fund Bal @ 6/30/03 Est.	Budget		Incr (Decr) to Fund Bal	Fund Bal @ 6/30/04 Est.
				Est. Revenue	Appropriations		
	(1)					(2)	(3)
<b>Governmental Funds:</b>							
1000 General Fund	Annual	Various	3,255,676	60,564,091	60,814,091	(250,000)	3,005,676
Special Revenue Funds:							
2100 Community Development Fund	Grant	Planning	(21,000)	440,100	440,100	0	(21,000)
2210 Drug Investigation/Community Policing Fund	Grant	Police	10,000	536,268	536,268	0	10,000
2220 Dover Housing Authority Policing	Grant	Police	1,000	82,095	82,095	0	1,000
3213 Parking Activity Fund	Annual	Police	88,000	268,077	268,077	0	88,000
2290 Emergency Management Fund	Grant	Fire & Rescue	5,000	19,600	19,600	0	5,000
3320 Residential Solid Waste Fund	Annual	Comm Serv	108,000	686,000	762,324	(76,324)	31,676
3455 Library Fines Fund	Annual	Library	18,000	32,500	32,500	0	18,000
2800 Cafeteria Fund	Grant	School	(35,000)	1,111,300	1,111,300	0	(35,000)
2820 Federal Education Grants Fund	Grant	School	(50,000)	2,635,000	2,635,000	0	(50,000)
2900 Special Programs & Grants Fund	Grant	School	5,000	830,000	830,000	0	5,000
3810 Tuition Programs Fund	Annual	School	(30,000)	158,000	158,000	0	(30,000)
3825 Alternative Education Fund	Annual	School	80,000	720,000	720,000	0	80,000
3830 School Facilities Fund	Annual	School	30,000	75,000	75,000	0	30,000
Total Special Revenue Funds			209,000	7,593,940	7,670,264	(76,324)	132,676
<b>Proprietary Funds:</b>							
Enterprise Funds							
5300 Water Fund	Annual	Comm Serv	8,570,000	2,660,986	2,660,986	0	8,570,000
5320 Sewer Fund	Annual	Comm Serv	11,576,000	3,835,232	3,835,232	0	11,576,000
5500 Arena Fund	Annual	Comm Serv	(1,158,000)	1,168,998	1,168,998	0	(1,158,000)
Total Enterprise			18,988,000	7,665,216	7,665,216	0	18,988,000
Internal Service Funds							
6100 DoverNet Fund	Annual	City Mgr	110,000	253,079	253,079	0	110,000
6110 Central Stores Fund	Annual	Finance	26,000	62,000	62,000	0	26,000
6310 Fleet Maintenance Fund	Annual	Comm Serv	115,000	516,413	516,413	0	115,000
6800 Workers Compensation Fund	Annual	City Mgr	94,000	370,000	370,000	0	94,000
Total Internal Service			345,000	1,201,492	1,201,492	0	345,000
Total All Budgeted Funds			22,797,676	77,024,739	77,351,063	(326,324)	22,471,352

**Notes:**

- (1) "Grant" reflects funds whose revenues are restricted to specific purposes. "Annual" reflects funds which the city sets the purpose of spending.
- (2) This column reflects Estimated Revenue less Appropriations. These amounts represent the budgeted change to the amount of Fund Balance.
- (3) Estimated Fund Balance reflects the change to Fund Balance per the budget added to the Fund Balance for the end of the fiscal year.
- These amounts do not reflect other non-budget basis adjustments that may occur according to generally accepted accounting principles.

## FUND BALANCES & RETAINED EARNINGS - ALL BUDGETED FUNDS

Fund Name		Budget Type	Dept.	Fiscal Year End						Estimated
				97	98	99	00	01	02	03
(1)										
<b>FUND BALANCES:</b>										
1000	General Fund	Annual	Various	2,025,340	2,034,593	2,149,416	3,949,957	4,408,451	3,605,676	3,255,676
Special Revenue Funds:										
2100	Community Development Fund(2)	Grant	Planning	860	(180,336)	(64)	(63,166)	(43,998)	(140,748)	(21,000)
2210	Drug Investigation/Community Policing Fund	Grant	Police	35,385	26,648	19,162	(37,351)	(100,463)	71,805	10,000
2220	Dover Housing Authority Policing	Grant	Police	0	0	8,762	8,597	10,235	(5,096)	1,000
3213	Parking Activity Fund	Annual	Police	49,295	41,502	36,161	35,504	54,280	61,843	88,000
2290	Emergency Management Fund	Grant	Fire & Rescue	16,041	1,232	10,883	11,855	35,694	33,924	5,000
3320	Residential Solid Waste Fund	Annual	Comm Serv	31,221	74,866	111,856	120,812	66,969	98,591	108,000
3455	Library Fines Fund	Annual	Library	1,450	3,533	3,210	481	796	15,731	18,000
2800	Cafeteria Fund	Grant	School	(11,415)	23,825	67,334	75,990	18,375	(27,976)	(35,000)
2820	Federal Education Grants Fund	Grant	School	(6,277)	12,221	1,757	(16,313)	(32,516)	(47,137)	(50,000)
2900	Special Programs & Grants Fund	Grant	School	11,223	25,816	26,236	30,747	34,295	34,295	5,000
3810	Tuition Programs Fund	Annual	School	37,022	48,046	57,368	66,424	1,884	2,267	(30,000)
3825	Alternative Education Fund	Annual	School	0	0	0	0	0	65,786	80,000
3830	Education Facilities Fund	Annual	School	51,661	45,632	30,092	71,500	101,434	95,091	30,000
Total Special Revenue Funds				216,466	122,985	372,757	305,080	146,985	258,376	209,000
<b>RETAINED EARNINGS:</b>										
Enterprise Funds(3)										
5300	Water Fund	Annual	Comm Serv	5,117,715	5,513,994	5,910,872	6,321,368	6,875,238	7,343,083	8,570,000
5320	Sewer Fund	Annual	Comm Serv	6,087,013	7,020,470	7,388,278	7,866,075	9,302,292	9,861,001	11,576,000
5500	Arena Fund	Annual	Comm Serv	(114,457)	(136,374)	(190,780)	(246,254)	(365,208)	(873,896)	(1,158,000)
Total Enterprise				11,090,271	12,398,090	13,108,370	13,941,189	15,812,322	16,330,188	18,988,000
Internal Service Funds										
6100	DoverNet Fund	Annual	City Mgr	10,377	(767)	3,655	96,047	116,330	106,264	110,000
6110	Central Stores Fund	Annual	Finance	23,682	21,579	17,070	18,077	15,576	24,478	26,000
6310	Fleet Maintenance Fund	Annual	Comm Serv	(4,371)	(5,408)	10,435	60,692	98,682	132,075	115,000
6800	Workers Compensation Fund	Annual	City Mgr	(183,569)	(60,981)	128,747	(38,505)	(225,391)	53,196	94,000
Total Internal Service				(153,881)	(45,577)	159,907	136,311	5,197	316,013	345,000
Total All Budgeted Funds				13,178,196	14,510,091	15,790,450	18,332,537	20,372,955	20,510,253	22,797,676
Notes:										
(1)	"Grant" reflects funds whose revenues are restricted to specific purposes. "Annual" reflects funds which the city sets the purpose of spending.									
(2)	Represents various block grant years. Deficits are covered by future drawdowns from the US Dept. of HUD.									
(3)	The majority of the balances represent equity in capital assets.									

# GENERAL FUND

## Summary of City Manager Proposed By Department

Function	Description	FY 03 Council Adopted	FY 04 Department Requests	City Mgr Changes	FY 04 City Mgr Proposed	FY04-FY03 Increase (Decrease)	% Incr (Decr)
<b>APPROPRIATIONS</b>							
<b>CITY COUNCIL</b>							
41110	City Council	154,349	178,102	(37,988)	140,114	(14,235)	-9.2%
<b>EXECUTIVE</b>							
41320	City Manager's Office	361,064	402,060	(24,431)	377,629	16,565	4.6%
41410	City Clerk	218,865	244,581	(23,762)	220,819	1,954	0.9%
41430	Elections	56,809	41,685	0	41,685	(15,124)	-26.6%
41530	Legal Division	206,023	229,103	(14,601)	214,502	8,479	4.1%
46510	Business Assistance	85,771	89,974	(8,638)	81,336	(4,435)	-5.2%
	Total Executive Dept.	928,532	1,007,403	(71,432)	935,971	7,439	0.8%
<b>FINANCE</b>							
41511	Finance & Accounting	468,290	519,572	(5,218)	514,354	46,064	9.8%
41513	Tax Assessment Division	271,444	332,871	(7,271)	325,600	54,156	20.0%
41514	Tax Collection Division	173,183	186,003	(1,867)	184,136	10,953	6.3%
	Total Finance Dept.	912,917	1,038,446	(14,356)	1,024,090	111,173	12.2%
<b>PLANNING</b>							
41910	Planning Department	309,956	384,482	(76,880)	307,602	(2,354)	-0.8%
42420	Planning - Inspection Div.	275,493	308,666	(3,884)	304,782	29,289	10.6%
	Total Planning Dept.	585,449	693,148	(80,764)	612,384	26,935	4.6%
<b>POLICE</b>							
42110	Police Department - Admin	187,044	185,358	(2,232)	183,126	(3,918)	-2.1%
42120	Police Field Operations	2,282,059	2,887,265	(264,491)	2,622,774	340,715	14.9%
42150	Police Support	1,699,272	1,937,017	(135,536)	1,801,481	102,209	6.0%
42160	Police Special Details	84,313	118,462	0	118,462	34,149	40.5%
42180	Public Safety Dispatch	547,400	604,648	(10,871)	593,777	46,377	8.5%
	Total Police Dept.	4,800,088	5,732,750	(413,130)	5,319,620	519,532	10.8%
<b>FIRE &amp; RESCUE</b>							
42210	Fire & Rescue Administration	209,253	244,600	(5,759)	238,841	29,588	14.1%
42220	Fire & Rescue Suppression	3,401,151	3,857,111	(124,455)	3,732,656	331,505	9.7%
42230	Fire & Rescue Prevention	199,493	305,506	(2,063)	303,443	103,950	52.1%
42280	Fire & Rescue Buildings	48,299	124,767	(65,300)	59,467	11,168	23.1%
42290	Fire & Rescue Special Details	5,389	3,329	0	3,329	(2,060)	-38.2%
	Total Fire & Rescue	3,863,585	4,535,313	(197,577)	4,337,736	474,151	12.3%
<b>COMM SERV - PUBLIC WORKS</b>							
43111	CSD - Administration	260,148	278,687	(60,762)	217,925	(42,223)	-16.2%
43112	CSD - Engineering	286,636	289,781	(2,016)	287,765	1,129	0.4%
43121	CSD - Streets	979,657	1,496,964	(448,969)	1,047,995	68,338	7.0%
43125	CSD - Snow Removal	192,232	192,978	0	192,978	746	0.4%
43160	CSD - Street Lighting	228,402	228,927	0	228,927	525	0.2%
43180	CSD - Facilities & Grounds	878,676	943,917	(19,641)	924,276	45,600	5.2%
41941	CSD - General Gov't Buildings	298,535	338,687	(17,756)	320,931	22,396	7.5%
41951	CSD - Cemetery	190,140	210,587	(12,568)	198,019	7,879	4.1%
43240	CSD - Recycling & Waste Mgmt	443,785	515,917	(30,446)	485,471	41,686	9.4%
	Sub-Total Public Works	3,758,211	4,496,445	(592,158)	3,904,287	146,076	3.9%
<b>COMM SERV - RECREATION</b>							
45110	CSD - Recreation Admin	204,493	227,504	(55,397)	172,107	(32,386)	-15.8%
45120	CSD - Recreation Programs	165,903	181,608	(3,640)	177,968	12,065	7.3%
45121	CSD - McConnell Center	0	45,956	(10,065)	35,891	35,891	100.0%
45122	CSD - Butterfield Gym	349,590	286,512	(29,047)	257,465	(92,125)	-26.4%
45124	CSD - Indoor Pool	287,469	316,490	(13,475)	303,015	15,546	5.4%
45125	CSD - Thompson Pool	91,970	100,103	0	100,103	8,133	8.8%
45141	CSD - Summer Camp	53,780	54,841	(220)	54,621	841	1.6%
	Sub-Total Recreation	1,153,205	1,213,014	(111,844)	1,101,170	(52,035)	-4.5%
	Total Community Services	4,911,416	5,709,459	(704,002)	5,005,457	94,041	1.9%
<b>PUBLIC LIBRARY</b>							
45500	Public Library	939,966	1,047,539	(51,640)	995,899	55,933	6.0%

# GENERAL FUND

## Summary of City Manager Proposed By Department

Function	Description	FY 03 Council Adopted	FY 04 Department Requests	City Mgr Changes	FY 04 City Mgr Proposed	FY04-FY03 Increase (Decrease)	% Incr (Decr)
<b>APPROPRIATIONS (CONT.)</b>							
<b>HUMAN SERVICES</b>							
44410	Human Services - Admin	224,561	250,342	(27,647)	222,695	(1,866)	-0.8%
44430	Human Services - General Asst	223,200	305,200	0	305,200	82,000	36.7%
44490	Human Services - Youth Res	143,784	149,373	(1,080)	148,293	4,509	3.1%
	Total Human Services	591,545	704,915	(28,727)	676,188	84,643	14.3%
		0	0		0	0	
	<b>TOTAL DEPARTMENT APPROP</b>	<b>17,687,847</b>	<b>20,647,075</b>	<b>(1,599,616)</b>	<b>19,047,459</b>	<b>1,359,612</b>	<b>7.7%</b>
<b>OTHER CHARGES</b>							
41991	Misc General Government	701,586	913,239	(209,211)	704,028	2,442	0.3%
47100	Debt Service - City	3,514,034	4,071,887	(372,350)	3,699,537	185,503	5.3%
49000	Transfers	0	0	0	0	0	100.0%
	Total Other Charges	4,215,620	4,985,126	(581,561)	4,403,565	187,945	4.5%
	<b>TOTAL CITY APPROP</b>	<b>21,903,467</b>	<b>25,632,201</b>	<b>(2,181,177)</b>	<b>23,451,024</b>	<b>1,547,557</b>	<b>7.1%</b>
<b>EDUCATION</b>							
46900	School Dept. Appropriation	29,751,613	30,483,899	0	30,483,899	732,286	2.5%
47190	Debt Service - School	2,178,843	2,386,787	0	2,386,787	207,944	9.5%
	<b>TOTAL EDUCATION</b>	<b>31,930,456</b>	<b>32,870,686</b>	<b>0</b>	<b>32,870,686</b>	<b>940,230</b>	<b>2.9%</b>
48000	<b>COUNTY TAX</b>	<b>3,695,245</b>	<b>4,492,381</b>	<b>0</b>	<b>4,492,381</b>	<b>797,136</b>	<b>21.6%</b>
	<b>TOTAL GENERAL FUND</b>	<b>57,529,168</b>	<b>62,995,268</b>	<b>(2,181,177)</b>	<b>60,814,091</b>	<b>3,284,923</b>	<b>5.7%</b>

## ESTIMATED REVENUE, TAXES AND ASSESSED VALUE

<b>ESTIMATED REVENUE</b>							
	City Revenues	7,237,521	7,638,996	0	7,638,996	401,475	5.5%
	School Local Revenues	11,731,122	11,638,738	0	11,638,738	(92,384)	-0.8%
	Use of Fund Balance	250,000	250,000	0	250,000	0	0.0%
	<b>TOTAL OTHER REVENUE</b>	<b>19,218,643</b>	<b>19,527,734</b>	<b>0</b>	<b>19,527,734</b>	<b>309,091</b>	<b>1.6%</b>
<b>PROPERTY TAXES</b>							
	City Property Taxes	14,891,498	18,218,757	(2,181,177)	16,037,580	1,146,082	7.7%
	Use of Fund Balance Impact	(250,000)	(250,000)	0	(250,000)	0	0.0%
	Less Veteran Credit	(175,500)	(175,500)	0	(175,500)	0	0.0%
	<b>Total City Property Tax</b>	<b>14,465,998</b>	<b>17,793,257</b>	<b>(2,181,177)</b>	<b>15,612,080</b>	<b>1,146,082</b>	<b>7.9%</b>
	Local School Property Tax	11,262,544	10,956,472	0	10,956,472	(306,072)	-2.7%
	State School Property Tax	8,936,790	10,275,476	0	10,275,476	1,338,686	15.0%
	<b>Total School Property Tax</b>	<b>20,199,334</b>	<b>21,231,948</b>	<b>0</b>	<b>21,231,948</b>	<b>1,032,614</b>	<b>5.1%</b>
	<b>County Property Tax</b>	<b>3,645,193</b>	<b>4,442,329</b>	<b>0</b>	<b>4,442,329</b>	<b>797,136</b>	<b>21.9%</b>
	<b>NET PROPERTY TAX LEVY</b>	<b>38,310,525</b>	<b>43,467,534</b>	<b>(2,181,177)</b>	<b>41,286,357</b>	<b>2,975,832</b>	<b>7.8%</b>
<b>ASSESSED VALUE</b>							
	Gross Assesed Value	1,862,594.24	1,882,594.24	0.0	1,882,594.24	20,000.000	1.1%
	Less Exemptions to Value	(10,271.00)	(18,294.50)	0.0	(18,294.50)	(8,023.500)	78.1%
	<b>NET ASSESSED VALUE (000s)</b>	<b>1,852,323.242</b>	<b>1,864,299.742</b>	<b>0.000</b>	<b>1,864,299.742</b>	<b>11,976.500</b>	<b>0.6%</b>

## ESTIMATED TAX RATE INFORMATION

City	8.03	9.77	(1.17)	8.60	0.57	7.1%
Use of Fund Balance Credit	(0.13)	(0.13)	0.00	(0.13)	0.00	0.0%
Net City	7.90	9.64	(1.17)	8.47	0.57	7.2%
School - Local	6.08	5.88	0.00	5.88	(0.20)	-3.3%
School - State*	4.91	5.61	0.00	5.61	0.70	14.3%
Net School	10.99	11.49	0.00	11.49	0.50	4.5%
County	1.97	2.38	0.00	2.38	0.41	20.8%
<b>ESTIMATED TOTAL TAX RATE</b>	<b>20.86</b>	<b>23.51</b>	<b>(1.17)</b>	<b>22.34</b>	<b>1.48</b>	<b>7.1%</b>
* Applies to non-utility properties						

# GENERAL FUND

## Major Budget Changes & Tax Rate Impact

Acct	Description:	Budget Change Incr(Decr)	Tax Rate Impact In Dollars
<b><u>General Fund Appropriations - City Portion</u></b>			
<b>41-4200 Personal Services</b>		<b>1,338,507</b>	<b>0.72</b>
	Salaries & Wages	379,520	
4130	Overtime Pay	34,817	
4107	Longevity Pay	23,016	
4211	Health Insurance	511,912	
	Net increase of 27.2% to rates		
4220+5	FICA & Medicare	16,530	
4230	Retirement	325,489	
4260	Workers Comp Insur	43,154	
	All Other 4200 series accounts	4,069	
<b>43-4500 Purchased Services</b>		<b>118,544</b>	<b>0.06</b>
4312	Management Services	17,000	
	Misc Gen Gov't		
4420	Waste Collection Services	17,000	
	Comm Serv PW		
4432	Maint Chrgs - Impr Oth/Than Bldg	(16,000)	
	Comm Serv PW		
4441	Rental of Land & Buildings	70,000	
	Human Services		
4443	Rental of Equipment	15,420	
	Various Dept		
4540	Advertising	(15,325)	
	Various Dept		
	All Other 4300 - 4500 series accounts	30,449	
<b>4600 Supplies and Materials</b>		<b>(72,898)</b>	<b>(0.04)</b>
4621	Natural Gas	(25,000)	
	Comm Serv PW & Rec		
4622	Electricity	(15,000)	
	Comm Serv Rec		
4626	Vehicle Fuels	(14,675)	
	Various Dept		
4681	Minor Equip, Furniture & Fxtrs	(13,022)	
	Various Dept		
	All Other 4600 series accounts	(5,201)	
<b>4700 Capital Outlay</b>		<b>15,625</b>	<b>0.01</b>
	Executive	-	
	Finance	-	
	Planning	-	
	Police	4,000	
	Fire & Rescue	-	
	CS - Public Works	-	
	CS - Recreation	-	
	Public Library	11,625	
	Human Services	-	
<b>4800 Other Expenses</b>		<b>(16,287)</b>	<b>(0.01)</b>
4891	Abatements	(17,116)	
	Finance		
	All Other 4800 series accounts	829	
<b>4910 Operating Transfers</b>		<b>(21,437)</b>	<b>(0.01)</b>
4912	Transfer to Special Revenue	(21,237)	
	Police		
4912	Transfer to Special Revenue	(200)	
	Fire & Rescue		



# GENERAL FUND

## Major Budget Changes & Tax Rate Impact

Acct	Description:	Budget Change Incr(Decr)	Tax Rate Impact In Dollars
<b>4920</b>	<b>Debt Service - City</b>	185,503	0.10
4920	Bond Principal Payments	123,000	
4921	Interest - Bonds Payments	5,998	
4922	Interest - Bond Anticipation Note	67,505	
4923	Interest - Tax Antic Notes	(11,000)	
<b>Total City Appropriation Change from Previous Year</b>		<b>1,547,557</b>	<b>0.83</b>

<b>General Fund Estimated Revenue - City Portion</b>		Est Rev (Incr)Decr	Tax Rate Incr(Decr)
3100	Taxes - Non-property	60,800	
3200	Licenses & Permits (Mainly Motor Veh)	(525,582)	
3300	Intergovernmental	82,653	
3400	Charges for Services	(89,898)	
35+900	Misc Revenue (Mainly Inv Income)	70,552	
<b>Total City Estimated Revenue Change from Previous Year</b>		<b>(401,475)</b>	<b>(0.21)</b>
<b>City Sub-Totals</b>			
Total Tax Levy Changes & Tax Rate Impact - City Portion		<b>1,146,082</b>	<b>0.62</b>

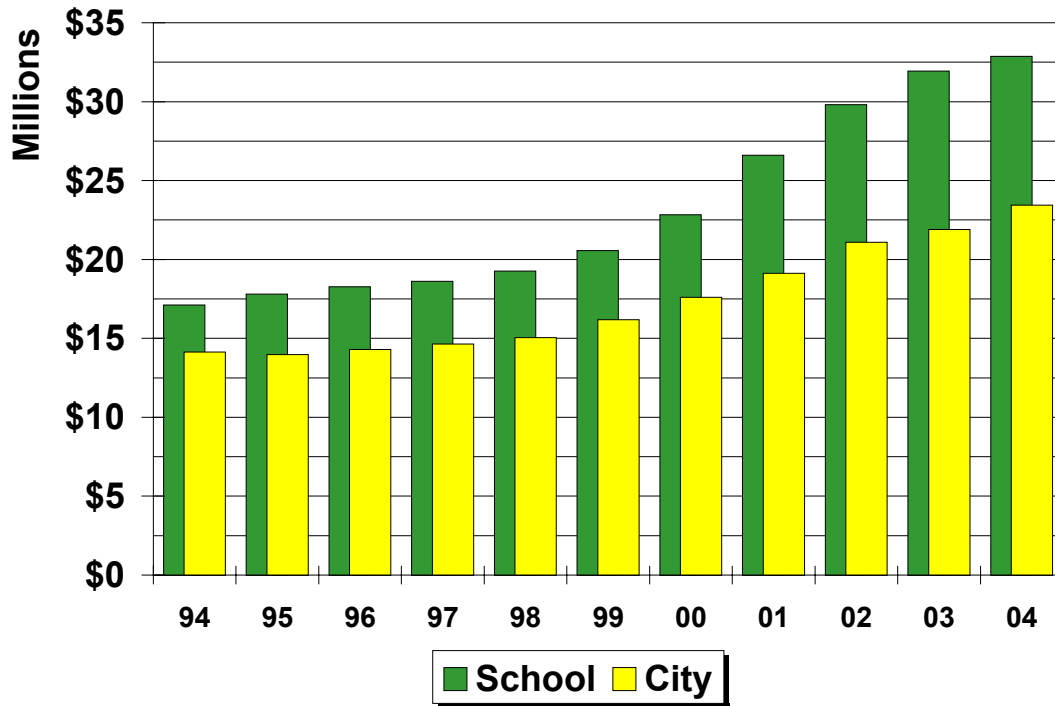
<b>Summary of Changes in Property Taxes and Tax Rate:</b>		Tax Levy Incr(Decr)	Tax Rate Incr(Decr)
<b>City Portion - Net of Appropriations &amp; Revenue</b>		<b>1,146,082</b>	<b>0.62</b>
Change in Use of Fund Balance		-	-
Impact of Property Valuation Change			(0.05)
<b>Total City</b>		<b>1,146,082</b>	<b>0.57</b>
<b>School Portion - Local Levy</b>		<b>(306,072)</b>	<b>(0.16)</b>
<b>School Portion - State Levy</b>		<b>1,338,686</b>	<b>0.73</b>
Impact of Property Valuation Change			(0.07)
<b>Total School</b>		<b>1,032,614</b>	<b>0.50</b>
<b>County Portion</b>		<b>797,136</b>	<b>0.42</b>
Impact of Property Valuation Change			(0.01)
<b>Total County</b>		<b>797,136</b>	<b>0.41</b>
<b>Total Impact on Property Taxes and Tax Rate</b>		<b>2,975,832</b>	<b>1.48</b>
Total Impact of Property Valuation Change		11,976,500	(0.13)

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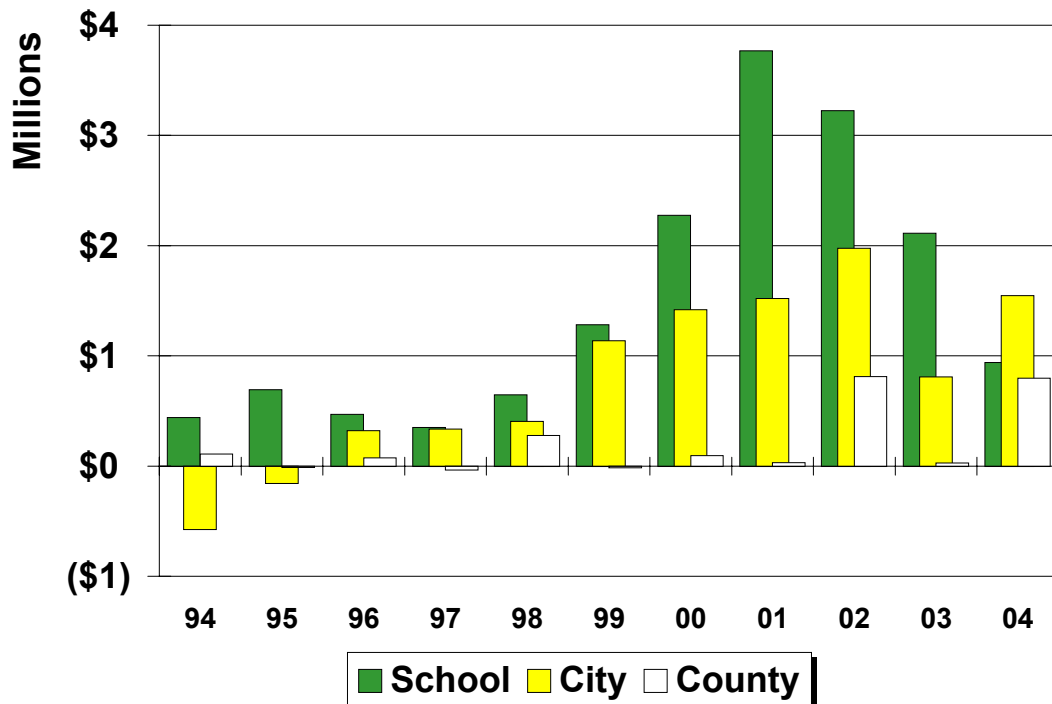
# GENERAL FUND

## Appropriations by Year

Adjusted for Debt Service Payments



## Appropriation Change by Year



## GENERAL FUND - Budget History Sheet

	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004		
Amounts reflect budget at time of tax rate setting.													
APPROPRIATIONS:												5 Yr Ann %	10 Yr Ann %
City	12,160,099	12,169,953	12,356,962	12,516,084	12,701,249	13,860,756	15,004,880	16,532,788	17,507,234	18,389,433	19,751,487	7.34%	4.97%
City Debt	1,971,722	1,808,145	1,942,105	2,117,852	2,338,569	2,316,973	2,591,556	2,584,967	3,587,234	3,514,034	3,699,537	9.81%	6.50%
Total City	14,131,821	13,978,098	14,299,067	14,633,936	15,039,818	16,177,729	17,596,436	19,117,755	21,094,468	21,903,467	23,451,024	7.71%	5.20%
School	16,738,805	17,400,000	17,815,217	18,247,217	18,797,217	19,926,440	21,939,513	24,653,632	27,670,695	29,751,613	30,483,899	8.87%	6.18%
School Debt	372,639	404,405	457,677	377,002	473,707	626,272	887,297	1,941,623	2,148,055	2,178,843	2,386,787	30.68%	20.41%
Total School	17,111,444	17,804,405	18,272,894	18,624,219	19,270,924	20,552,712	22,826,810	26,595,255	29,818,750	31,930,456	32,870,686	9.85%	6.75%
County	2,432,442	2,422,702	2,496,169	2,463,777	2,741,840	2,729,400	2,824,052	2,855,108	3,666,619	3,695,245	4,492,381	10.48%	6.33%
Total	33,675,707	34,205,205	35,068,130	35,721,932	37,052,582	39,459,841	43,247,298	48,568,118	54,579,837	57,529,168	60,814,091	9.04%	6.09%
Dollar Change												5 Yr Cum \$	10 Yr Cum \$
City	(573,766)	(153,723)	320,969	334,869	405,882	1,137,911	1,418,707	1,521,319	1,976,713	808,999	1,547,557	8,411,206	8,745,437
School	440,557	692,961	468,489	351,325	646,705	1,281,788	2,274,098	3,768,445	3,223,495	2,111,706	940,230	13,599,762	16,199,799
County	110,123	(9,740)	73,467	(32,392)	278,063	(12,440)	94,652	31,056	811,511	28,626	797,136	1,750,541	2,170,062
Total	(23,086)	529,498	862,925	653,802	1,330,650	2,407,259	3,787,457	5,320,820	6,011,719	2,949,331	3,284,923	23,761,509	27,115,298
Percent Change													
City	-4.51%	-1.26%	2.64%	2.71%	3.24%	8.96%	10.24%	10.14%	11.96%	4.62%	8.42%		
School	2.71%	4.14%	2.69%	1.97%	3.54%	6.82%	11.41%	17.18%	13.08%	7.63%	3.16%		
County	4.74%	-0.40%	3.03%	-1.30%	11.29%	-0.45%	3.47%	1.10%	28.42%	0.78%	21.57%		
Total	-0.07%	1.57%	2.52%	1.86%	3.73%	6.50%	9.60%	12.30%	12.38%	5.40%	5.71%		
	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004		
REVENUES:												5 Yr Ann %	10 Yr Ann %
Property Tax - City	8,734,886	8,355,567	8,349,965	9,111,662	8,990,143	9,816,436	11,339,223	11,390,162	12,774,378	14,665,998	15,612,080	9.72%	5.98%
Property Tax - Local School	13,502,775	14,534,885	14,786,366	14,911,683	15,230,422	15,992,897	6,362,128	9,406,838	10,045,896	11,262,544	10,956,472	-7.29%	-2.07%
Property Tax - State School							7,891,558	7,891,558	8,820,760	8,936,790	10,275,476	NA	NA
Property Tax - Total School	13,502,775	14,534,885	14,786,366	14,911,683	15,230,422	15,992,897	14,253,686	17,298,396	18,866,656	20,199,334	21,231,948	5.83%	4.63%
Property Tax - County	2,380,982	2,372,650	2,446,117	2,413,725	2,691,788	2,679,348	2,774,000	2,805,056	3,616,567	3,645,193	4,442,329	10.64%	6.44%
Total Property Tax	24,618,643	25,263,102	25,582,448	26,437,070	26,912,353	28,488,681	28,366,909	31,493,614	35,257,601	38,510,525	41,286,357	7.70%	5.31%
Other Sources:													
City	4,774,919	5,098,542	5,133,154	5,236,888	5,709,727	6,082,497	6,057,265	6,730,748	7,295,142	7,237,521	7,638,996	4.66%	4.81%
School	3,608,670	3,269,520	3,486,528	3,712,536	4,040,502	4,559,815	8,573,124	9,296,859	10,952,094	11,731,122	11,638,738	20.61%	12.42%
Use of Fund Balance	673,475	574,041	866,000	335,438	390,000	328,848	250,000	1,046,897	1,075,000	250,000	250,000	-5.34%	-9.43%
Total	9,057,064	8,942,103	9,485,682	9,284,862	10,140,229	10,971,160	14,880,389	17,074,504	19,322,236	19,218,643	19,527,734	12.22%	7.99%
(Totals Excludes Tax - With Tax same as Appropriation)													
Dollar Change												5 Yr Cum \$	10 Yr Cum \$
Property Tax - City	(427,186)	(379,319)	(5,602)	761,697	(121,519)	826,293	1,522,787	50,939	1,384,216	1,891,620	946,082	6,621,937	6,450,008
Property Tax - School	151,784	1,032,110	251,481	125,317	318,739	762,475	(1,739,211)	3,044,710	1,568,260	1,332,678	1,032,614	6,001,526	7,880,957
Property Tax - County	110,123	(8,332)	73,467	(32,392)	278,063	(12,440)	94,652	31,056	811,511	28,626	797,136	1,750,541	2,171,470
Total Property Tax	(165,279)	644,459	319,346	854,622	475,283	1,576,328	(121,772)	3,126,705	3,763,987	3,252,924	2,775,832	14,374,004	16,502,435
Other Sources:													
City	258,847	323,623	34,612	103,734	472,839	372,770	(25,232)	673,483	564,394	(57,621)	401,475	1,929,269	3,122,924
School	288,774	(339,150)	217,008	226,008	327,966	519,313	4,013,309	723,735	1,655,235	779,028	(92,384)	7,598,236	8,318,842
Use of Fund Balance	(405,428)	(99,434)	291,959	(530,562)	54,562	(61,152)	(78,848)	796,897	28,103	(825,000)	-	(140,000)	(828,903)
Total	142,193	(114,961)	543,579	(200,820)	855,367	830,931	3,909,229	2,194,115	2,247,732	(103,593)	309,091	9,387,505	10,612,863
(Totals Excludes Tax - With Tax same as Appropriation)													
Percent Change													
Property Tax - City	-4.66%	-4.34%	-0.07%	9.12%	-1.33%	9.19%	15.51%	0.45%	12.15%	14.81%	6.45%		
Property Tax - School	1.14%	7.64%	1.73%	0.85%	2.14%	5.01%	-10.87%	21.36%	9.07%	7.06%	5.11%		
Property Tax - County	4.85%	-0.35%	3.10%	-1.32%	11.52%	-0.46%	3.53%	1.12%	28.93%	0.79%	21.87%		
Total Property Tax	-0.67%	2.62%	1.26%	3.34%	1.80%	5.86%	-0.43%	11.02%	11.95%	9.23%	7.21%		
Other Revenue - City	5.73%	6.78%	0.68%	2.02%	9.03%	6.53%	-0.41%	11.12%	8.39%	-0.79%	5.55%		
Other Revenue - School	8.70%	-9.40%	6.64%	6.48%	8.83%	12.85%	88.01%	8.44%	17.80%	7.11%	-0.79%		
Use of Fund Balance	-37.58%	-14.76%	50.86%	-61.27%	16.27%	-15.68%	-23.98%	318.76%	2.68%	-76.74%	0.00%		
Total	1.60%	-1.27%	6.08%	-2.12%	9.21%	8.19%	35.63%	14.75%	13.16%	-0.54%	1.61%		
(Totals Excludes Tax - With Tax same as Appropriation)													

## GENERAL FUND - Budget History Sheet

	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004		
<b>TAX RATES:</b>												5 Yr Ann %	10 Yr Ann %
City	10.52	10.09	10.29	10.39	10.11	10.54	11.70	11.28	8.80	8.03	8.60	-3.99%	-1.99%
Budgetary Use of FB	(0.74)	(0.63)	(0.95)	(0.36)	(0.41)	(0.34)	(0.25)	(0.94)	(0.67)	(0.13)	(0.13)	-17.49%	-15.96%
Net City	9.78	9.46	9.34	10.03	9.70	10.20	11.45	10.34	8.13	7.90	8.47	-3.65%	-1.43%
School - Local	14.77	16.07	16.18	16.07	16.10	16.29	6.32	8.41	6.31	6.08	5.88	-18.44%	-8.80%
School - State							8.04	7.22	5.65	4.91	5.61	NA	NA
Total School	14.77	16.07	16.18	16.07	16.10	16.29	14.36	15.63	11.96	10.99	11.49	-6.74%	-2.48%
County	2.60	2.62	2.68	2.60	2.85	2.73	2.75	2.51	2.27	1.97	2.38	-2.71%	-0.88%
Total	27.15	28.15	28.20	28.70	28.65	29.22	28.56	28.48	22.36	20.86	22.34	-5.23%	-1.93%
<b>Dollar Change</b>												5 Yr Cum \$	10 Yr Cum \$
City	(0.77)	(0.43)	0.20	0.10	(0.28)	0.43	1.16	(0.42)	(2.48)	(0.77)	0.57	(1.51)	(2.69)
Budgetary Use of FB	0.43	0.11	(0.32)	0.59	(0.05)	0.07	0.09	(0.69)	0.27	0.54	-	0.28	1.04
Net City	(0.34)	(0.32)	(0.12)	0.69	(0.33)	0.50	1.25	(1.11)	(2.21)	(0.23)	0.57	(1.23)	(1.65)
School - Local	0.34	1.30	0.11	(0.11)	0.03	0.19	(9.97)	2.09	(2.10)	(0.23)	(0.20)	(10.22)	(8.55)
School - State							8.04	(0.82)	(1.57)	(0.74)	0.70	5.61	5.61
Total School	0.34	1.30	0.11	(0.11)	0.03	0.19	(1.93)	1.27	(3.67)	(0.97)	0.50	(4.61)	(2.94)
County	0.15	0.02	0.06	(0.08)	0.25	(0.12)	0.02	(0.24)	(0.24)	(0.30)	0.41	(0.47)	(0.07)
Total	0.15	1.00	0.05	0.50	(0.05)	0.57	(0.66)	(0.08)	(6.12)	(1.50)	1.48	(6.31)	(4.66)
<b>Percent Change</b>													
City	-6.82%	-4.09%	1.98%	0.97%	-2.69%	4.25%	11.01%	-3.59%	-21.99%	-8.75%	7.10%		
Budgetary Use of FB	36.75%	14.86%	-50.79%	62.11%	-13.89%	17.07%	26.47%	-276.00%	28.72%	80.60%	0.00%		
Net City	-3.36%	-3.27%	-1.27%	7.39%	-3.29%	5.15%	12.25%	-9.69%	-21.37%	-2.83%	7.22%		
School - Local	2.36%	8.80%	0.68%	-0.68%	0.19%	1.18%	-61.20%	33.07%	-24.97%	-3.65%	-3.29%		
School - State							100.00%	-10.20%	-21.75%	-13.10%	14.26%		
County	6.12%	0.77%	2.29%	-2.99%	9.62%	-4.21%	0.73%	-8.73%	-9.56%	-13.22%	20.81%		
Total	0.56%	3.68%	0.18%	1.77%	-0.17%	1.99%	-2.26%	-0.28%	-21.49%	-6.71%	7.09%		
	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	5 Yr Ann %	10 Yr Ann %
<b>VALUATION:</b>													
Total Value	920,920,000	911,051,900	919,846,400	933,779,700	952,599,500	987,376,100	1,016,384,100	1,125,988,700	1,602,637,860	1,862,594,242	1,882,594,242	13.78%	7.41%
Less Exemptions	(6,830,000)	(6,508,300)	(5,738,300)	(5,878,300)	(6,555,800)	(5,833,300)	(9,362,000)	(7,145,000)	(9,969,500)	(10,271,000)	(18,294,500)	25.68%	10.35%
Net Value	914,090,000	904,543,600	914,108,100	927,901,400	946,043,700	981,542,800	1,007,022,100	1,118,843,700	1,592,668,360	1,852,323,242	1,864,299,742	13.69%	7.39%
<b>Dollar Change</b>												5 Yr Cum \$	10 Yr Cum \$
Total Value	(9,507,600)	(9,868,100)	8,794,500	13,933,300	18,819,800	34,776,600	29,008,000	109,604,600	476,649,160	259,956,382	20,000,000	929,994,742	952,166,642
Exemptions	(1,706,900)	321,700	770,000	(140,000)	(677,500)	722,500	(3,528,700)	2,217,000	(2,824,500)	(301,500)	(8,023,500)	(11,738,700)	(13,171,400)
Net Value	(11,214,500)	(9,546,400)	9,564,500	13,793,300	18,142,300	35,499,100	25,479,300	111,821,600	473,824,660	259,654,882	11,976,500	918,256,042	938,995,242
<b>Percent Change</b>													
Total Value	-1.02%	-1.07%	0.97%	1.51%	2.02%	3.65%	2.94%	10.78%	42.33%	16.22%	1.07%		
Exemptions	33.32%	-4.71%	-11.83%	2.44%	11.53%	-11.02%	60.49%	-23.68%	39.53%	3.02%	78.12%		
Net Value	-1.21%	-1.04%	1.06%	1.51%	1.96%	3.75%	2.60%	11.10%	42.35%	16.30%	0.65%		
	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	5 Yr Ann Chg	10 Yr Ann Chg
<b>VET EXEMPTION:</b>													
Exempt Amount	198,900	199,800	195,400	193,700	191,800	192,000	188,600	182,400	177,900	175,500	175,500	-1.78%	-1.24%
Dollar Change	(400)	900	(4,400)	(1,700)	(1,900)	200	(3,400)	(6,200)	(4,500)	(2,400)	-	(16,300)	(23,800)
Percent Change	-0.20%	0.45%	-2.20%	-0.87%	-0.98%	0.10%	-1.77%	-3.29%	-2.47%	-1.35%	0.00%		

# WATER & SEWER FUNDS

Division: Water & Sewer Funds (Community Services Divisions)

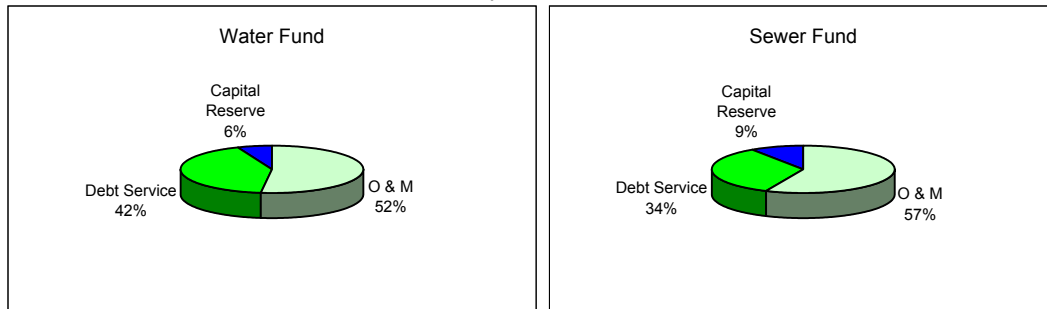
COST SUMMARY	WATER			
	FY03	FY04	Change	% Chng
Operations & Maintenance	1,604,494	1,678,013	73,519	4.6%
Debt Service	814,926	1,064,543	249,617	30.6%
Capital Reserve	100,000	150,000	50,000	50.0%
Total Costs	2,519,420	2,892,556	373,136	14.8%
Working Capital/Rounding	(2,638)	4,260	6,898	-261.5%
Less Other Revenue	(314,232)	(361,996)	(47,764)	15.2%
<b>Net to be Raised by Rate</b>	<b>2,202,550</b>	<b>2,534,820</b>	<b>332,270</b>	<b>15.1%</b>

SEWER			
FY03	FY04	Change	% Chng
2,106,855	2,227,366	120,511	5.7%
1,043,607	1,255,737	212,130	20.3%
300,000	350,000	50,000	16.7%
3,450,462	3,833,103	382,641	11.1%
(2,962)	817	3,779	-127.6%
(90,500)	(101,200)	(10,700)	11.8%
<b>3,357,000</b>	<b>3,732,720</b>	<b>375,720</b>	<b>11.2%</b>

RATE SUMMARY	WATER			
	FY03	FY04	Change	% Chng
Billable Volume - HCF*	1,015,000	1,018,000	3,000	0.3%
<b>Total Rate per HCF</b>	<b>2.17</b>	<b>2.49</b>	<b>0.32</b>	<b>14.7%</b>
*Hundred Cubic Feet = 748 gal.				
<b>Rate Breakdown - Dollars:</b>				
Total O & M	1.27	1.29	0.02	1.6%
Debt Service	0.80	1.05	0.25	31.3%
Capital Reserve	0.10	0.15	0.05	50.0%
<b>Rate Breakdown - Percentage:</b>				
Total O & M	58.5%	51.8%	-6.7%	
Debt Service	36.9%	42.2%	5.3%	
Capital Reserve	4.6%	6.0%	1.4%	

SEWER			
FY03	FY04	Change	% Chng
900,000	906,000	6,000	0.7%
3.73	4.12	0.39	10.5%
% Both 12.03%			
2.24	2.34	0.10	4.5%
1.16	1.39	0.23	19.8%
0.33	0.39	0.06	18.2%
60.1%	56.8%	-3.3%	
31.1%	33.7%	2.6%	
8.8%	9.5%	0.6%	

Utility Rate Breakdown



# WATER & SEWER FUNDS

Division: Water & Sewer Funds (Community Services Divisions)  
Detail to Cost Summary

	<b>WATER</b>			
<b>Operations &amp; Maintenance Costs:</b>	FY03	FY04	Change	% Chng
Personal Services	906,767	1,008,217	101,450	11.2%
Purchased Services	209,142	197,227	(11,915)	-5.7%
Supplies	374,524	386,044	11,520	3.1%
Minor Capital Outlay	30,500	2,000	(28,500)	-93.4%
Other Expenses	83,561	84,525	964	1.2%
<b>Total Operations &amp; Maintenance</b>	<b>1,604,494</b>	<b>1,678,013</b>	<b>73,519</b>	<b>4.6%</b>
<b>Reconciliation to Budget:</b>				
Depreciation	360,000	414,000	54,000	15.0%
Capital Reserve	100,000	150,000	50,000	50.0%
Interest on Debt	258,693	418,973	160,280	62.0%
Major Capital Outlay	0	0	0	NA
<b>Total Budget</b>	<b>2,323,187</b>	<b>2,660,986</b>	<b>337,799</b>	<b>14.5%</b>

	<b>SEWER</b>			
	FY03	FY04	Change	% Chng
	973,234	1,051,976	78,742	8.1%
	174,782	185,648	10,866	6.2%
	750,744	774,884	24,140	3.2%
	112,000	117,500	5,500	4.9%
	96,095	97,358	1,263	1.3%
	<b>2,106,855</b>	<b>2,227,366</b>	<b>120,511</b>	<b>5.7%</b>
	360,000	415,000	55,000	15.3%
	300,000	350,000	50,000	16.7%
	890,964	842,866	(48,098)	-5.4%
	0	0	0	NA
	<b>3,657,819</b>	<b>3,835,232</b>	<b>177,413</b>	<b>4.9%</b>

<b>Debt Service Cash Requirements</b>	FY03	FY04	Change	% Chng
Principal Payments	546,649	521,649	(25,000)	-4.6%
Principal Payments - New Issue	0	115,000	115,000	NA
Interest Payments	202,677	174,269	(28,408)	-14.0%
Interest Payments - New Issue	0	77,625	77,625	NA
Interest Payments - Notes	65,600	176,000	110,400	168.3%
Less Amortization	0	0	0	NA
Less State Aid	0	0	0	NA
<b>Net Principal &amp; Interest</b>	<b>814,926</b>	<b>1,064,543</b>	<b>249,617</b>	<b>30.6%</b>

	FY03	FY04	Change	% Chng
	1,480,000	1,470,000	(10,000)	-0.7%
		220,000	220,000	NA
	805,653	712,542	(93,111)	-11.6%
		147,375	147,375	NA
	124,500	19,250	(105,250)	-84.5%
	0	0	0	NA
	(1,366,546)	(1,313,430)	53,116	-3.9%
	<b>1,043,607</b>	<b>1,255,737</b>	<b>212,130</b>	<b>20.3%</b>

<b>Capital Reserve Transfer</b>	FY03	FY04	Change	% Chng
Ten Year Goal	1,000,000	3,500,000	2,500,000	250.0%
Effective Interest Rate	4.00%	3.00%	-1.00%	-25.0%
Annual Capital Reserve for Goal	83,291	305,307	222,016	266.6%
<b>Budgeted Transfer</b>	<b>100,000</b>	<b>150,000</b>	<b>50,000</b>	<b>50.0%</b>

	FY03	FY04	Change	% Chng
	3,500,000	4,500,000	1,000,000	28.6%
	4.00%	3.00%	-1.00%	-25.0%
	291,518	392,537	101,019	34.7%
	300,000	350,000	50,000	16.7%

## ENTERPRISE FUNDS - Budget History Sheet

	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	5 Yr Ann %	10 Yr Ann %
<b>APPROPRIATIONS:</b>													
Water - Oper & Maint	1,110,807	1,165,192	1,244,101	1,284,718	1,310,099	1,320,543	1,539,098	1,548,765	1,637,675	1,604,494	1,678,013	4.91%	4.21%
Water - Depreciation	400,000	400,000	400,000	300,000	300,000	310,000	320,000	360,000	360,000	360,000	414,000	5.96%	0.34%
Water - Debt Interest	212,834	189,741	189,766	217,950	179,259	161,140	143,983	194,104	253,221	258,693	418,973	21.06%	7.01%
Water - Capital Reserve	35,343	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	100,000	150,000	30.26%	15.55%
Total Water	1,758,984	1,794,933	1,873,867	1,842,668	1,829,358	1,831,683	2,043,081	2,142,869	2,290,896	2,323,187	2,660,986	7.76%	4.23%
Sewer - Oper & Maint	1,449,512	1,562,354	1,635,187	1,707,602	1,731,732	1,862,286	1,837,759	1,972,728	2,033,221	2,106,855	2,227,366	3.65%	4.39%
Sewer - Major Capital			232,000										
Sewer - Depreciation	250,000	250,000	271,502	280,000	280,000	315,000	350,000	360,000	360,000	360,000	415,000	5.67%	5.20%
Sewer - Debt Interest	1,336,037	1,259,488	1,230,061	1,174,897	1,024,589	944,976	871,060	889,506	893,145	890,964	842,866	-2.26%	-4.50%
Sewer - Capital Reserve	150,000	150,000	175,000	140,000	225,000	250,000	275,000	300,000	300,000	300,000	350,000	6.96%	8.84%
Total Sewer	3,185,549	3,221,842	3,543,750	3,302,499	3,261,321	3,372,262	3,333,819	3,522,234	3,586,366	3,657,819	3,835,232	2.61%	1.87%
Arena - Oper & Maint	448,425	473,790	459,331	489,552	480,908	487,132	472,500	567,529	628,387	729,708	824,371	11.10%	6.28%
Arena - Depreciation	21,750	26,750	26,750	22,000	22,000	22,000	54,000	95,000	144,000	144,000	165,500	49.72%	22.50%
Arena - Debt Interest	12,457	11,060	9,716	8,175	8,175	24,429	21,220	19,014	200,369	168,070	179,127	48.95%	30.55%
Total Arena	482,632	511,600	495,797	519,727	511,083	533,561	547,720	681,543	972,756	1,041,778	1,168,998	16.98%	9.25%
Total Enterprise Funds	5,427,165	5,528,375	5,913,414	5,664,894	5,601,762	5,737,506	5,924,620	6,346,646	6,850,018	7,022,784	7,665,216	5.96%	3.51%
<b>Dollar Change</b>												5 Yr Cum \$	10 Yr Cum \$
Water	(45,397)	35,949	78,934	(31,199)	(13,310)	2,325	211,398	99,788	148,027	32,291	337,799	831,628	856,605
Sewer	647,964	36,293	321,908	(241,251)	(41,178)	110,941	(38,443)	188,415	64,132	71,453	177,413	573,911	1,297,647
Arena	63,909	28,968	(15,803)	23,930	(8,644)	22,478	14,159	133,823	291,213	69,022	127,220	657,915	750,275
Total Enterprise Funds	666,476	101,210	385,039	(248,520)	(63,132)	135,744	187,114	422,026	503,372	172,766	642,432	2,063,454	2,904,527
<b>Percent Change</b>													
Water	-4.00%	3.24%	6.77%	-2.51%	-1.04%	0.18%	16.01%	6.48%	9.56%	1.97%	21.05%		
Sewer	46.18%	2.50%	20.60%	-14.75%	-2.41%	6.41%	-2.06%	10.25%	3.25%	3.51%	8.42%		
Arena	15.26%	6.00%	-3.09%	4.83%	-1.66%	4.40%	2.65%	24.43%	42.73%	7.10%	12.21%		
Total Enterprise Funds	14.00%	1.86%	6.96%	-4.20%	-1.11%	2.42%	3.26%	7.12%	7.93%	2.52%	9.15%		
	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004		
<b>REVENUE:</b>												5 Yr Ann %	10 Yr Ann %
Water													
Charges for Services	1,751,984	1,776,933	1,859,867	1,831,668	1,818,333	1,820,658	2,032,056	2,131,869	2,279,896	2,302,187	2,634,986	7.67%	4.17%
Other Financing Sources	7,000	18,000	14,000	11,000	11,025	11,025	11,025	11,000	11,000	21,000	26,000	18.72%	14.02%
Total Water	1,758,984	1,794,933	1,873,867	1,842,668	1,829,358	1,831,683	2,043,081	2,142,869	2,290,896	2,323,187	2,660,986	7.76%	4.23%
Sewer													
Licenses & Permits	10,000	10,000	10,000	20,000	21,000	21,000	21,000	48,000	48,000				
Intergovernmental	999,203	943,482	887,839	865,803	776,897	726,351	675,332	617,857	565,335	512,554	459,062	-8.77%	-7.48%
Charges for Services	2,146,346	2,223,360	2,364,911	2,381,696	2,427,924	2,589,411	2,601,987	2,841,377	2,958,031	3,114,265	3,345,170	5.26%	4.54%
Misc Revenue	30,000	45,000	49,000	35,000	35,500	35,500	35,500	15,000	15,000	31,000	31,000	-2.67%	0.33%
Operating Transfers In	30,000	45,000	232,000										
Total Sewer	3,215,549	3,266,842	3,543,750	3,302,499	3,261,321	3,372,262	3,333,819	3,522,234	3,586,366	3,657,819	3,835,232	2.61%	1.78%
Arena													
Charges for Services	438,000	525,500	498,800	520,000	512,061	512,061	533,500	663,443	847,256	916,278	1,136,398	17.28%	10.00%
Misc Revenue	102,000	12,000	9,000	9,500	21,500	21,500	15,500	18,100	25,500	25,500	32,600	8.68%	-10.78%
Operating Transfers In								100,000	100,000	100,000	-		
Total Arena	540,000	537,500	507,800	529,500	533,561	533,561	549,000	781,543	972,756	1,041,778	1,168,998	16.98%	8.03%
Total Enterprise Funds	5,514,533	5,599,275	5,925,417	5,674,667	5,624,240	5,737,506	5,925,900	6,446,646	6,850,018	7,022,784	7,665,216	5.96%	3.35%



## ENTERPRISE FUNDS - Budget History Sheet

	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004		
<b>UTILITY COST SUMMARY:</b>												5 Yr Ann %	10 Yr Ann %
Water - Oper & Maint	1,110,807	1,165,192	1,244,101	1,284,718	1,310,099	1,320,543	1,539,098	1,548,765	1,637,675	1,604,494	1,678,013	4.91%	4.21%
Water - Debt Service	572,061	532,055	557,923	556,335	578,854	555,594	550,765	570,241	815,675	814,926	1,064,543	13.89%	6.41%
Water - Capital Reserve	35,343	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	100,000	150,000	30.26%	15.55%
Total Water Cash Needs	1,718,211	1,737,247	1,842,024	1,881,053	1,928,953	1,916,137	2,129,863	2,159,006	2,493,350	2,519,420	2,892,556	8.59%	5.35%
Working Capital/Adjustment	-	60,000	60,000	48,000	48,917	9,113	(2,863)	4,506	(1,338)	(2,638)	4,260		
Less Other Revenue	(177,724)	(184,900)	(180,900)	(185,400)	(186,150)	(186,150)	(186,150)	(205,112)	(205,112)	(314,232)	(361,996)	14.23%	7.37%
Net to be Raised by Rate	1,540,487	1,612,347	1,721,124	1,743,653	1,791,720	1,739,100	1,940,850	1,958,400	2,286,900	2,202,550	2,534,820	7.83%	5.11%
Sewer - Oper & Maint	1,449,512	1,562,354	1,635,187	1,707,602	1,731,732	1,862,286	1,837,759	1,972,728	2,033,221	2,106,855	2,227,366	3.65%	4.39%
Sewer - Net Debt Service	902,596	841,158	815,212	795,128	725,824	682,575	672,606	818,089	943,712	1,043,607	1,255,737	12.97%	3.36%
Sewer - Capital Reserve	150,000	150,000	175,000	140,000	225,000	250,000	275,000	300,000	300,000	300,000	350,000	6.96%	8.84%
Total Sewer Cash Needs	2,502,108	2,553,512	2,625,399	2,642,730	2,682,556	2,794,861	2,785,365	3,090,817	3,276,933	3,450,462	3,833,103	6.52%	4.36%
Working Capital/Adjustment	-	-	-	6,000	1,994	3,889	(2,615)	(157)	3,357	(2,962)	817		
Less Other Revenue	(51,000)	(75,000)	(75,000)	(77,000)	(78,750)	(78,750)	(78,750)	(118,500)	(117,500)	(90,500)	(101,200)	5.14%	7.09%
Net to be Raised by Rate	2,451,108	2,478,512	2,550,399	2,571,730	2,605,800	2,720,000	2,704,000	2,972,160	3,162,790	3,357,000	3,732,720	6.53%	4.30%
Total Utility Funds	3,991,595	4,090,859	4,271,523	4,315,383	4,397,520	4,459,100	4,644,850	4,930,560	5,449,690	5,559,550	6,267,540	7.05%	4.62%
Dollar Change												5 Yr Cum \$	10 Yr Cum \$
Water	(122,415)	71,860	108,777	22,529	48,067	(52,620)	201,750	17,550	328,500	(84,350)	332,270	743,100	871,918
Sewer	(11,477)	27,404	71,887	21,331	34,070	114,200	(16,000)	268,160	190,630	194,210	375,720	1,126,920	1,270,135
Total Utility Funds	(133,892)	99,264	180,664	43,860	82,137	61,580	185,750	285,710	519,130	109,860	707,990	1,870,020	2,142,053
Percent Change													
Water	-7.36%	4.66%	6.75%	1.31%	2.76%	-2.94%	11.60%	0.90%	16.77%	-3.69%	15.09%		
Sewer	-0.47%	1.12%	2.90%	0.84%	1.32%	4.38%	-0.59%	9.92%	6.41%	6.14%	11.19%		
Total Utility Funds	-3.25%	2.49%	4.42%	1.03%	1.90%	1.40%	4.17%	6.15%	10.53%	2.02%	12.73%		
	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004		
<b>UTILITY RATES PER HCF:</b>												5 Yr Ann %	10 Yr Ann %
Water	1.75	1.75	1.86	1.86	1.89	1.87	2.08	2.04	2.31	2.17	2.49	5.89%	3.59%
Sewer	3.00	3.00	3.06	3.06	3.03	3.20	3.20	3.44	3.59	3.73	4.12	5.18%	3.22%
Total Utility Funds	4.75	4.75	4.92	4.92	4.92	5.07	5.28	5.48	5.90	5.90	6.61	5.45%	3.36%
Dollar Change												5 Yr Cum \$	10 Yr Cum \$
Water	-	-	0.11	-	0.03	(0.02)	0.21	(0.04)	0.27	(0.14)	0.32	0.60	0.74
Sewer	-	-	0.06	-	(0.03)	0.17	-	0.24	0.15	0.14	0.39	1.09	1.12
Total Utility Funds	-	-	0.17	-	(0.00)	0.15	0.21	0.20	0.42	-	0.71	1.69	1.86
Percent Change													
Water	0.00%	0.00%	6.29%	0.00%	1.61%	-1.06%	11.23%	-1.92%	13.24%	-6.06%	14.75%		
Sewer	0.00%	0.00%	2.00%	0.00%	-0.98%	5.61%	0.00%	7.50%	4.36%	3.90%	10.46%		
Total Utility Funds	0.00%	0.00%	3.58%	0.00%	0.00%	3.05%	4.14%	3.79%	7.66%	0.00%	12.03%		
	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004		
<b>BILLABLE VOLUME - HCF*</b>												5 Yr Ann %	10 Yr Ann %
Water	882,000	920,000	925,000	938,000	948,000	930,000	935,000	960,000	990,000	1,015,000	1,018,000	1.82%	1.44%
Sewer	818,000	825,000	833,000	841,000	860,000	850,000	845,000	864,000	881,000	900,000	906,000	1.28%	1.03%
HCF Change												5 Yr Cum	10 Yr Cum
Water	(68,000)	38,000	5,000	13,000	10,000	(18,000)	5,000	25,000	30,000	25,000	3,000	70,000	68,000
Sewer	(2,000)	7,000	8,000	8,000	19,000	(10,000)	(5,000)	19,000	17,000	19,000	6,000	46,000	86,000
Percent Change													
Water	-7.16%	4.31%	0.54%	1.41%	1.07%	-1.90%	0.54%	2.67%	3.13%	2.53%	0.30%		
Sewer	-0.24%	0.86%	0.97%	0.96%	2.26%	-1.16%	-0.59%	2.25%	1.97%	2.16%	0.67%		

\* 100 Cubic Feet = 748 Gallons

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# Budgeted Personnel Positions by Department

Full Time Equivalents Function Description	Work Week	Adopted FY02	Adopted FY03	Proposed FY04	FY04 % of Total	Change	Description of Change
<b>EXECUTIVE</b>							
41320 City Manager's Office	40	3.08	3.25	3.09	1.0%	-0.16	Reduce hours of Camera operator
41410 City Clerk	40	4.00	4.00	3.50	1.2%	-0.50	Change FT position to PT
41430 Elections		0.45	1.13	0.90	0.3%	-0.23	2 elections
41530 Legal Division - Incl 1 Sworn Police	40	2.28	2.28	1.91	0.6%	-0.38	Remove PT Victims Advocate
46510 Business Assistance	40	1.00	1.00	1.00	0.3%	0.00	
46510 Dover Main Street	40	1.00	1.00	1.00	0.3%	0.00	
Total Executive		11.81	12.66	11.40	3.8%	-1.26	
<b>FINANCE</b>							
41511 Finance & Accounting	40	6.78	6.78	6.78	2.3%	0.00	
41513 Tax Assessment Division	40	3.70	3.70	4.00	1.3%	0.30	Change PT position to FT
41514 Tax Collection Division	37	5.20	5.20	5.20	1.7%	0.00	
Total Finance		15.68	15.68	15.98	5.3%	0.30	
<b>PLANNING</b>							
41910 Planning Department	40	4.00	4.50	5.00	1.7%	0.50	1 FT Return from Military Duty
42420 Planning - Inspection Div.	40	3.93	4.00	4.00	1.3%	0.00	
46311 Planning - Comm Devlmt	40	1.00	1.00	1.00	0.3%	0.00	
Total Planning		8.93	9.50	10.00	3.3%	0.50	
<b>POLICE</b>							
42110 Police Admin - Sworn	40	1.00	1.00	1.00	0.3%	0.00	
42110 Police Admin - Non sworn	40	1.00	1.00	1.00	0.3%	0.00	
42120 Police Field Ops - Sworn	41.25	29.91	28.88	30.94	10.3%	2.06	1 from Grant, 1 from Support
42120 Police Field Ops - Non sworn	40	1.47	1.47	1.50	0.5%	0.03	Change in PT hours
42120 Police Spec Rev Grants - Sworn	41.25	12.38	9.28	8.25	2.7%	-1.03	1 Grant ended, to Field Ops
42120 Police Spec Rev Grants - Non Sworn	40	2.00	2.50	2.50	0.8%	0.00	
42130 Parking Activity - Sworn	41.25	1.03	1.03	1.03	0.3%	0.00	
42130 Parking Activity - Non sworn	35	3.28	3.28	3.28	1.1%	0.00	
42150 Police Support - Sworn	41.25	9.28	14.44	13.41	4.5%	-1.03	1 to Field Ops
42150 Police Support - Non sworn	30	7.01	7.01	7.01	2.3%	0.00	
42180 Police PS Dispatch - Sworn	41.25	0.00	0.00	0.00	0.0%	0.00	
42180 Police PS Dispatch - Non sworn	35	8.78	8.78	8.75	2.9%	-0.03	Change in PT hours
Total Sworn - 56.72 FTEs Auth, excl Legal		53.59	54.63	54.63	18.2%	0.00	
Total Non Sworn		23.53	24.03	24.03	8.0%	0.00	
Total Police Department		77.12	78.65	78.66	26.2%	0.00	
<b>FIRE &amp; RESCUE</b>							
42210 Fire and Rescue - Admin	40	2.63	2.63	2.38	0.8%	-0.25	PT Clerk to Prevention, 1 PT Billing Clerk
42220 Fire and Rescue - Suppression	40/42	44.23	44.23	44.23	14.7%	0.00	1 to Prevention, 1 added FireFighter (FY03)
42230 Fire and Rescue - Prevention	40	2.05	2.05	3.68	1.2%	1.63	1 PT from Admin, 1 from Suppression
Total Fire & Rescue		48.91	48.91	50.28	16.7%	1.38	
<b>PUBLIC WORKS</b>							
43111 CSD - Admin	40	4.83	5.00	3.00	1.0%	-2.00	Remove Clerk of Works, Exec Assistant
43112 CSD - Engineering Div.	40	4.00	4.00	4.00	1.3%	0.00	
43121 CSD - Streets & Drains	40	12.00	12.00	12.00	4.0%	0.00	
43180 CSD - Facilities & Grounds	40	14.12	14.12	14.12	4.7%	0.00	
41941 CSD - General Gov't Bldgs	40	3.70	3.70	4.08	1.4%	0.38	Change in PT hours
41951 CSD - Cemetery	40	4.31	4.31	4.31	1.4%	0.00	
43230 CSD - Recyc & Waste Mgmt Div.	40	2.00	2.00	2.50	0.8%	0.50	New PT Laborer position
43250 CSD - Sewer	40	8.00	8.00	8.00	2.7%	0.00	
43256 CSD - Sewer - WWTP	40	8.00	8.00	8.00	2.7%	0.00	
43320 CSD - Water	40	13.50	13.50	13.50	4.5%	0.00	
49200 CSD - Fleet Maintenance	40	5.90	5.90	5.90	2.0%	0.00	
Sub Total Comm Serv - Public Works Functions		80.36	80.53	79.41	26.4%	-1.13	
<b>RECREATION</b>							
45120 CSD - Recreation Admin	40	2.88	2.88	1.88	0.6%	-1.00	Remove Secretary Position
45120 CSD - Recreation Programs	40	3.92	3.92	3.80	1.3%	-0.12	Decreased hours Temporary
45121 CSD - McConnell Center	25	0.00	0.00	1.46	0.5%	1.46	Allocation of staffing to new function
45122 CSD - Butterfield Gym	40	8.02	8.02	4.85	1.6%	-3.17	Splitting out McConnell & reduction
45124 CSD - Indoor Pool	40	7.95	7.71	7.98	2.7%	0.27	Increased hours Temporary
45125 CSD - Thompson Pool	40	2.30	2.30	2.47	0.8%	0.17	Increased hours Temporary
45141 CSD - Summer Camp	40	1.17	1.20	1.20	0.4%	0.00	
45149 CSD - Arena Fund	40	10.44	10.44	10.11	3.4%	-0.33	Decreased hours Temporary
Sub Total Comm Serv - Recreation Functions		36.67	36.47	33.75	11.2%	-2.72	
Total Community Services Department		117.03	117.00	113.16	37.7%	-3.84	
<b>PUBLIC LIBRARY</b>							
45500 Public Library	35	15.40	15.66	15.59	5.2%	-0.07	Change in hours
Total Culture & Recreation		52.07	52.12	49.34	16.4%	-2.78	
<b>HUMAN SERVICES</b>							
44410 Welfare	37	2.85	2.85	2.85	0.9%	0.00	
44490 Youth Resources	35	2.50	2.50	2.50	0.8%	0.00	
Total Human Services		5.35	5.35	5.35	1.8%	0.00	
<b>TOTAL FULL TIME EQUIVALENTS - CITY</b>		<b>300.21</b>	<b>303.40</b>	<b>300.41</b>	<b>100.0%</b>	<b>-2.99</b>	
FTE = Forty Hours per Week							

**City of Dover**  
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**Appropriations**  
**Summary by Department**

Description		Prior Year Actual	Current Year Budget	City Mgr. Proposed	Dollar Change	% Chng
<b>City Council</b>						
1000	General Fund	136,909	154,349	140,114	(14,235)	(9.2)
<b>Total</b>	<b>City Council</b>	<b>136,909</b>	<b>154,349</b>	<b>140,114</b>	<b>(14,235)</b>	<b>(9.2)</b>
<b>Executive</b>						
1000	General Fund	904,997	928,532	935,971	7,439	0.8
<b>Total</b>	<b>Executive</b>	<b>904,997</b>	<b>928,532</b>	<b>935,971</b>	<b>7,439</b>	<b>0.8</b>
<b>Finance</b>						
1000	General Fund	868,489	912,917	1,024,090	111,173	12.2
<b>Total</b>	<b>Finance</b>	<b>868,489</b>	<b>912,917</b>	<b>1,024,090</b>	<b>111,173</b>	<b>12.2</b>
<b>Planning</b>						
1000	General Fund	536,441	585,449	612,384	26,935	4.6
2100	CDBG - Entitlement	470,573	448,600	440,100	(8,500)	(1.9)
<b>Total</b>	<b>Planning</b>	<b>1,007,014</b>	<b>1,034,049</b>	<b>1,052,484</b>	<b>18,435</b>	<b>1.8</b>
<b>Misc. Gen Gov't</b>						
1000	General Fund	644,335	701,586	704,028	2,442	0.3
<b>Total</b>	<b>Misc. Gen Gov't</b>	<b>644,335</b>	<b>701,586</b>	<b>704,028</b>	<b>2,442</b>	<b>0.3</b>
<b>Police</b>						
1000	General Fund	4,577,409	4,800,088	5,319,620	519,532	10.8
2210	DOJ - Drug Ed & Enforce	606,469	521,693	536,268	14,575	2.8
2220	DHA - Policing	49,616	77,050	82,095	5,045	6.5
2250	Comm Substance Abuse Prev	71,334	78,612	0	(78,612)	(100.0)
3213	Parking Activity Fund	237,296	272,863	268,077	(4,786)	(1.8)
<b>Total</b>	<b>Police</b>	<b>5,542,124</b>	<b>5,750,306</b>	<b>6,206,060</b>	<b>455,754</b>	<b>7.9</b>
<b>Fire &amp; Rescue</b>						
1000	General Fund	3,587,930	3,863,585	4,337,736	474,151	12.3
2290	Emergency Management	464	20,000	19,600	(400)	(2.0)
<b>Total</b>	<b>Fire &amp; Rescue</b>	<b>3,588,394</b>	<b>3,883,585</b>	<b>4,357,336</b>	<b>473,751</b>	<b>12.2</b>
<b>Comm Serv PW</b>						
1000	General Fund	3,566,078	3,758,211	3,904,287	146,076	3.9
3320	Residential Solid Waste	635,421	704,639	762,324	57,685	8.2
5300	Water Fund	2,204,182	2,323,187	2,660,986	337,799	14.5
5320	Sewer Fund	3,514,972	3,657,819	3,835,232	177,413	4.9
<b>Total</b>	<b>Comm Serv PW</b>	<b>9,920,653</b>	<b>10,443,856</b>	<b>11,162,829</b>	<b>718,973</b>	<b>6.9</b>
<b>Comm Serv Recreation</b>						
1000	General Fund	1,088,347	1,153,205	1,101,170	(52,035)	(4.5)
5500	Arena Fund	1,240,125	1,041,778	1,168,998	127,220	12.2
<b>Total</b>	<b>Comm Serv Recreation</b>	<b>2,328,472</b>	<b>2,194,983</b>	<b>2,270,168</b>	<b>75,185</b>	<b>3.4</b>
<b>Public Library</b>						
1000	General Fund	891,319	939,966	995,899	55,933	6.0
3455	Library Fines	16,708	28,000	32,500	4,500	16.1
<b>Total</b>	<b>Public Library</b>	<b>908,027</b>	<b>967,966</b>	<b>1,028,399</b>	<b>60,433</b>	<b>6.2</b>
<b>Human Services</b>						
1000	General Fund	550,953	591,545	676,188	84,643	14.3
<b>Total</b>	<b>Human Services</b>	<b>550,953</b>	<b>591,545</b>	<b>676,188</b>	<b>84,643</b>	<b>14.3</b>

**City of Dover**  
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**Summary by Department**

<b>Description</b>		<b>Prior Year Actual</b>	<b>Current Year Budget</b>	<b>City Mgr. Proposed</b>	<b>Dollar Change</b>	<b>% Chng</b>
<b>Debt Service</b>						
1000	General Fund	5,685,921	5,692,877	6,086,324	393,447	6.9
<b>Total</b>	<b>Debt Service</b>	<b>5,685,921</b>	<b>5,692,877</b>	<b>6,086,324</b>	<b>393,447</b>	<b>6.9</b>
<b>Other Financing Uses</b>						
1000	General Fund	0	0	0	0	0.0
6100	DoverNet Fund	295,662	251,268	253,079	1,811	0.7
6110	Central Stores Fund	57,688	66,330	62,000	(4,330)	(6.5)
6310	Fleet Maintenance Fund	474,258	499,589	516,413	16,824	3.4
6800	Workers Compensation Fund	74,089	336,000	370,000	34,000	10.1
<b>Total</b>	<b>Other Financing Sources/Uses</b>	<b>901,697</b>	<b>1,153,187</b>	<b>1,201,492</b>	<b>48,305</b>	<b>4.2</b>
<b>Education</b>						
1000	General Fund	27,358,440	29,751,613	30,483,899	732,286	2.5
2800	School Cafeteria Fund	1,082,949	1,039,271	1,111,300	72,029	6.9
2820	DOE Federal Grants	1,961,037	2,275,765	2,635,000	359,235	15.8
2900	School Special Pgms & Grants	266,198	830,000	830,000	0	0.0
3810	School Tuition Programs	235,350	158,000	158,000	0	0.0
3825	Alternative Education Fund	179,337	572,000	720,000	148,000	25.9
3830	School Facilities Fund	100,051	70,000	75,000	5,000	7.1
<b>Total</b>	<b>Education</b>	<b>31,183,362</b>	<b>34,696,649</b>	<b>36,013,199</b>	<b>1,316,550</b>	<b>3.8</b>
<b>Intergovernmental</b>						
1000	General Fund	3,666,619	3,695,245	4,492,381	797,136	21.6
<b>Total</b>	<b>Intergovernmental</b>	<b>3,666,619</b>	<b>3,695,245</b>	<b>4,492,381</b>	<b>797,136</b>	<b>21.6</b>
<b>Total</b>	<b>All Funds</b>	<b>67,837,966</b>	<b>72,801,632</b>	<b>77,351,063</b>	<b>4,549,431</b>	<b>6.2</b>

**City of Dover**  
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**Summary by Fund**

<b>Fund</b>	<b>Description</b>	<b>Prior Year Actual</b>	<b>Current Year Budget</b>	<b>City Mgr. Proposed</b>	<b>Dollar Change</b>	<b>% Chng</b>
<b>1000</b>	<b>General Fund</b>					
	City Council	136,909	154,349	140,114	(14,235)	(9.2)
	Executive	904,997	928,532	935,971	7,439	0.8
	Finance	868,489	912,917	1,024,090	111,173	12.2
	Planning	536,441	585,449	612,384	26,935	4.6
	Misc. Gen Gov't	644,335	701,586	704,028	2,442	0.3
	Police	4,577,409	4,800,088	5,319,620	519,532	10.8
	Fire & Rescue	3,587,930	3,863,585	4,337,736	474,151	12.3
	Comm Serv PW	3,566,078	3,758,211	3,904,287	146,076	3.9
	Comm Serv Recreation	1,088,347	1,153,205	1,101,170	(52,035)	(4.5)
	Public Library	891,319	939,966	995,899	55,933	6.0
	Human Services	550,953	591,545	676,188	84,643	14.3
	Debt Service	5,685,921	5,692,877	6,086,324	393,447	6.9
	Other Financing Sources/Uses	0	0	0	0	0.0
	School	27,358,440	29,751,613	30,483,899	732,286	2.5
	Intergovernmental	3,666,619	3,695,245	4,492,381	797,136	21.6
	<b>Total 1000 General Fund</b>	<b>54,064,187</b>	<b>57,529,168</b>	<b>60,814,091</b>	<b>3,284,923</b>	<b>5.7</b>
<b>2100</b>	<b>CDBG - Entitlement</b>					
	Planning	470,573	448,600	440,100	(8,500)	(1.9)
	<b>Total 2100 CDBG - Entitlement</b>	<b>470,573</b>	<b>448,600</b>	<b>440,100</b>	<b>(8,500)</b>	<b>(1.9)</b>
<b>2210</b>	<b>DOJ - Drug Ed &amp; Enforce</b>					
	Police	606,469	521,693	536,268	14,575	2.8
	<b>Total 2210 DOJ - Drug Ed &amp; Enforce</b>	<b>606,469</b>	<b>521,693</b>	<b>536,268</b>	<b>14,575</b>	<b>2.8</b>
<b>2220</b>	<b>DHA - Policing</b>					
	Police	49,616	77,050	82,095	5,045	6.5
	<b>Total 2220 DHA - Policing</b>	<b>49,616</b>	<b>77,050</b>	<b>82,095</b>	<b>5,045</b>	<b>6.5</b>
<b>2250</b>	<b>Community Substance Abuse Prevention</b>					
	Police	71,334	78,612	0	(78,612)	(100.0)
	<b>Total 2250 Comm Substance Abuse Prev</b>	<b>71,334</b>	<b>78,612</b>	<b>0</b>	<b>(78,612)</b>	<b>(100.0)</b>
<b>2290</b>	<b>Emergency Management</b>					
	Fire & Rescue	464	20,000	19,600	(400)	(2.0)
	<b>Total 2290 Emergency Management</b>	<b>464</b>	<b>20,000</b>	<b>19,600</b>	<b>(400)</b>	<b>(2.0)</b>
<b>2800</b>	<b>School Cafeteria Fund</b>					
	Education	1,082,949	1,039,271	1,111,300	72,029	6.9
	<b>Total 2800 School Cafeteria Fund</b>	<b>1,082,949</b>	<b>1,039,271</b>	<b>1,111,300</b>	<b>72,029</b>	<b>6.9</b>
<b>2820</b>	<b>School - DOE Federal Grants</b>					
	Education	1,961,037	2,275,765	2,635,000	359,235	15.8
	<b>Total 2820 DOE Federal Grants</b>	<b>1,961,037</b>	<b>2,275,765</b>	<b>2,635,000</b>	<b>359,235</b>	<b>15.8</b>
<b>2900</b>	<b>School Special Pgms &amp; Grants</b>					
	Education	266,198	830,000	830,000	0	0.0
	<b>Total 2900 School Special Pgms &amp; Grants</b>	<b>266,198</b>	<b>830,000</b>	<b>830,000</b>	<b>0</b>	<b>0.0</b>
<b>3213</b>	<b>Parking Activity Fund</b>					
	Police	237,296	272,863	268,077	(4,786)	(1.8)
	<b>Total 3213 Parking Activity Fund</b>	<b>237,296</b>	<b>272,863</b>	<b>268,077</b>	<b>(4,786)</b>	<b>(1.8)</b>
<b>3320</b>	<b>Residential Solid Waste</b>					
	Comm Serv PW	635,421	704,639	762,324	57,685	8.2
	<b>Total 3320 Residential Solid Waste</b>	<b>635,421</b>	<b>704,639</b>	<b>762,324</b>	<b>57,685</b>	<b>8.2</b>

**City of Dover**  
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<b>Fund</b>	<b>Description</b>	<b>Prior Year Actual</b>	<b>Current Year Budget</b>	<b>City Mgr. Proposed</b>	<b>Dollar Change</b>	<b>% Chng</b>
<b>3455</b>	<b>Library Fines</b>					
	Public Library	16,708	28,000	32,500	4,500	16.1
<b>Total 3455</b>	<b>Library Fines</b>	<b>16,708</b>	<b>28,000</b>	<b>32,500</b>	<b>4,500</b>	<b>16.1</b>
<b>3810</b>	<b>School Tuition Programs</b>					
	Education	235,350	158,000	158,000	0	0.0
<b>Total 3810</b>	<b>School Tuition Programs</b>	<b>235,350</b>	<b>158,000</b>	<b>158,000</b>	<b>0</b>	<b>0.0</b>
<b>3825</b>	<b>Alternative Education Fund</b>					
	Education	179,337	572,000	720,000	148,000	25.9
<b>Total 3825</b>	<b>School Tuition Programs</b>	<b>179,337</b>	<b>572,000</b>	<b>720,000</b>	<b>148,000</b>	<b>25.9</b>
<b>3830</b>	<b>School Facilities Fund</b>					
	Education	100,051	70,000	75,000	5,000	7.1
<b>Total 3830</b>	<b>School Facilities Fund</b>	<b>100,051</b>	<b>70,000</b>	<b>75,000</b>	<b>5,000</b>	<b>7.1</b>
<b>5300</b>	<b>Water Fund</b>					
	Comm Serv PW	2,204,182	2,323,187	2,660,986	337,799	14.5
<b>Total 5300</b>	<b>Water Fund</b>	<b>2,204,182</b>	<b>2,323,187</b>	<b>2,660,986</b>	<b>337,799</b>	<b>14.5</b>
<b>5320</b>	<b>Sewer Fund</b>					
	Comm Serv PW	3,514,972	3,657,819	3,835,232	177,413	4.9
<b>Total 5320</b>	<b>Sewer Fund</b>	<b>3,514,972</b>	<b>3,657,819</b>	<b>3,835,232</b>	<b>177,413</b>	<b>4.9</b>
<b>5500</b>	<b>Arena Fund</b>					
	Comm Serv Recreation	1,240,125	1,041,778	1,168,998	127,220	12.2
<b>Total 5500</b>	<b>Arena Fund</b>	<b>1,240,125</b>	<b>1,041,778</b>	<b>1,168,998</b>	<b>127,220</b>	<b>12.2</b>
<b>6100</b>	<b>DoverNet Fund</b>					
	Other Financing Sources/Uses	295,662	251,268	253,079	1,811	0.7
<b>Total 6100</b>	<b>DoverNet Fund</b>	<b>295,662</b>	<b>251,268</b>	<b>253,079</b>	<b>1,811</b>	<b>0.7</b>
<b>6110</b>	<b>Central Stores Fund</b>					
	Other Financing Sources/Uses	57,688	66,330	62,000	(4,330)	(6.5)
<b>Total 6110</b>	<b>Central Stores Fund</b>	<b>57,688</b>	<b>66,330</b>	<b>62,000</b>	<b>(4,330)</b>	<b>(6.5)</b>
<b>6310</b>	<b>Fleet Maintenance Fund</b>					
	Other Financing Sources/Uses	474,258	499,589	516,413	16,824	3.4
<b>Total 6310</b>	<b>Fleet Maintenance Fund</b>	<b>474,258</b>	<b>499,589</b>	<b>516,413</b>	<b>16,824</b>	<b>3.4</b>
<b>6800</b>	<b>Workers Compensation Fund</b>					
	Other Financing Sources/Uses	74,089	336,000	370,000	34,000	10.1
<b>Total 6800</b>	<b>Workers Compensation Fund</b>	<b>74,089</b>	<b>336,000</b>	<b>370,000</b>	<b>34,000</b>	<b>10.1</b>
<b>Total All Funds</b>		<b>67,837,966</b>	<b>72,801,632</b>	<b>77,351,063</b>	<b>4,549,431</b>	<b>6.2</b>

**City of Dover**  
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**Appropriations**  
**Summary by Object Code**

**1000 General Fund**

Account	Description	Prior Year Actual	Current Year Budget	City Mgr Proposed	Dollar Change	% Chng
<b>Personal Services</b>						
4110	Regular Salaried Employees	1,834,481	1,945,859	2,089,336	143,477	7.4
4115	Regular Hourly Employees	6,423,821	7,048,083	7,337,659	289,576	4.1
4120	Temporary Employees	419,638	546,930	493,397	(53,533)	(9.8)
4125	Elected Officials	10,480	9,250	9,250	0	0.0
4130	Overtime Pay	683,845	710,246	745,063	34,817	4.9
4160	Severance Pay	193,835	120,000	120,000	0	0.0
4170	Longevity Pay	106,029	114,181	137,197	23,016	20.2
4211	Health Insurance	1,593,519	1,807,406	2,319,318	511,912	28.3
4212	Dental Insurance	96,760	98,794	104,502	5,708	5.8
4213	Life Insurance	22,790	22,857	24,067	1,210	5.3
4214	Disability Insurance	6,482	6,441	6,913	472	7.3
4220	FICA	293,259	316,070	327,393	11,323	3.6
4225	Medicare	118,444	131,714	136,921	5,207	4.0
4230	Retirement	448,518	516,820	842,309	325,489	63.0
4240	Staff Development	60,945	79,973	73,694	(6,279)	(7.9)
4250	Unemployment	3,146	10,000	10,000	0	0.0
4260	Workers Comp Insurance	160,956	143,097	186,251	43,154	30.2
4290	FSA Fees	2,975	2,567	2,797	230	9.0
4291	Uniform & Cleaning Allowance	30,966	31,579	34,307	2,728	8.6
<b>Total Personal Services</b>		<b>12,510,890</b>	<b>13,661,867</b>	<b>15,000,374</b>	<b>1,338,507</b>	<b>9.8</b>
<b>Purchased Services</b>						
4311	Administrative Services	7,850	16,898	15,143	(1,755)	(10.4)
4312	Management Services	88,618	94,300	113,700	19,400	20.6
4334	Legal Services	85,345	54,438	62,000	7,562	13.9
4335	Auditing Services	8,352	8,395	11,398	3,003	35.8
4336	Medical Services	11,424	15,579	17,126	1,547	9.9
4337	Dental Services	604	500	500	0	0.0
4339	Consulting Services	55,842	20,759	20,511	(248)	(1.2)
4341	Technical Services	11,099	21,680	17,220	(4,460)	(20.6)
4411	Water & Sewer Expense	22,515	48,265	41,265	(7,000)	(14.5)
4420	Waste Collection Services	287,437	300,650	317,650	17,000	5.7
4421	Waste Disposal Services	24,449	22,740	25,320	2,580	11.3
4422	Contract Snow Plowing	7,593	35,000	35,000	0	0.0
4423	Cleaning Services	2,115	4,700	4,000	(700)	(14.9)
4431	Maint Chrgs - Buildings	103,765	98,514	105,680	7,166	7.3
4432	Maint Chrgs - Impr o/t Buildings	122,814	126,000	110,000	(16,000)	(12.7)
4433	Maint Chrgs - Equipment	32,334	27,830	25,795	(2,035)	(7.3)
4434	Maint Chrgs - Vehicles	45,888	22,500	29,600	7,100	31.6
4435	Maint Chrgs - Office Equipment	297,321	364,132	366,878	2,746	0.8
4441	Rental of Land & Buildings	193,330	170,000	241,236	71,236	41.9
4443	Rental of Equipment	121,258	117,496	132,916	15,420	13.1
4521	Property Insurance	25,565	42,993	44,607	1,614	3.8
4522	Vehicle & Equip Insurance	36,881	41,849	42,936	1,087	2.6
4523	Police Liab Insurance	33,451	41,368	42,105	737	1.8
4524	Public Liab Insurance	69,666	78,086	84,333	6,247	8.0
4529	Insurance Deductible Payments	5,233	20,000	20,000	0	0.0
4531	Telecommunications	167,134	141,595	150,977	9,382	6.6
4534	Postage	58,048	67,534	60,982	(6,552)	(9.7)
4540	Advertising	24,268	41,120	25,795	(15,325)	(37.3)
4550	Printing & Binding	28,863	29,257	33,102	3,845	13.1
4580	Travel Expense	23,897	34,476	32,748	(1,728)	(5.0)
4591	Special Programs	27,008	31,450	28,125	(3,325)	(10.6)
4592	Emergency Shelter	6,663	8,000	8,000	0	0.0
<b>Total Purchased Services</b>		<b>2,036,629</b>	<b>2,148,104</b>	<b>2,266,648</b>	<b>118,544</b>	<b>5.5</b>
<b>Supplies</b>						
4611	Office Supplies	77,722	85,527	83,771	(1,756)	(2.1)
4612	Operating Supplies	225,599	219,361	212,752	(6,609)	(3.0)
4615	Clothing & Uniforms	73,394	94,075	85,587	(8,488)	(9.0)
4619	Supplies for Resale	9,784	11,200	11,700	500	4.5
4621	Natural Gas	102,288	137,628	112,628	(25,000)	(18.2)
4622	Electricity	345,581	385,155	374,902	(10,253)	(2.7)



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**1000 General Fund**

Account	Description	Prior Year Actual	Current Year Budget	City Mgr Proposed	Dollar Change	% Chng
4624	Heating Oil	43,933	60,799	61,799	1,000	1.6
4626	Vehicle Fuels	65,170	89,582	74,907	(14,675)	(16.4)
4631	Food	25,483	23,267	24,313	1,046	4.5
4635	Medicinal Supplies	35,462	39,165	43,926	4,761	12.2
4640	Publications	31,423	37,631	33,624	(4,007)	(10.6)
4651	Maint Supplies - Buildings	48,960	47,770	50,554	2,784	5.8
4652	Maint Supplies - Impr o/t Building	87,436	76,165	71,065	(5,100)	(6.7)
4653	Maint Supplies - Equipment	5,162	7,575	7,375	(200)	(2.6)
4654	Maint Supplies - Vehicles	111,505	98,024	97,065	(959)	(1.0)
4661	Fleet Maint Charge	234,952	255,100	262,180	7,080	2.8
4681	Minor Equip, Furniture & Fxtrs	82,710	93,517	80,495	(13,022)	(13.9)
<b>Total Supplies</b>		<b>1,606,565</b>	<b>1,761,541</b>	<b>1,688,643</b>	<b>(72,898)</b>	<b>(4.1)</b>
<b>Capital Outlay</b>						
4720	Buildings	3,320	0	0	0	0.0
4725	Building Improvements	0	0	0	0	0.0
4727	Building Systems	14,985	0	0	0	0.0
4730	Improvements o/t Buildings	510	0	0	0	0.0
4741	Machinery & Equipment	47,645	0	0	0	0.0
4742	Light Vehicles	150,755	0	0	0	0.0
4744	Furniture & Fixtures	816	0	0	0	0.0
4745	Computers & Communications Equip	109,910	0	15,625	15,625	100.0
4748	Books and Collections	95,755	80,000	80,000	0	0.0
4752	Bridges	0	0	0	0	0.0
<b>Total Capital Outlay</b>		<b>423,696</b>	<b>80,000</b>	<b>95,625</b>	<b>15,625</b>	<b>19.5</b>
<b>Other Expenses</b>						
4810	Membership Dues	49,393	51,574	58,203	6,629	12.9
4819	Fees & Charges	4,481	7,375	5,675	(1,700)	(23.1)
4835	Grants/Subsidy	123,557	140,021	136,421	(3,600)	(2.6)
4840	Contingency	55,821	101,000	100,500	(500)	(0.5)
4891	Abatements	159,000	167,116	150,000	(17,116)	(10.2)
<b>Total Other Expenses</b>		<b>392,252</b>	<b>467,086</b>	<b>450,799</b>	<b>(16,287)</b>	<b>(3.5)</b>
<b>Operating Transfers Out</b>						
4912	Transfer to Special Rev	347,098	270,835	249,398	(21,437)	(7.9)
4914	Transfer To Capital Pjts	36,078	0	0	0	0.0
4918	Transfer to Trust	0	0	0	0	0.0
<b>Total Operating Transfers Out</b>		<b>383,176</b>	<b>270,835</b>	<b>249,398</b>	<b>(21,437)</b>	<b>(7.9)</b>
<b>Debt Service</b>						
4920	Principal Payments	3,985,708	3,977,237	4,177,571	200,334	5.0
4921	Interest - Bonds	1,637,666	1,473,340	1,612,848	139,508	9.5
4922	Interest - Bond Ant Notes	0	181,300	245,905	64,605	35.6
4923	Interest - Tax Ant Notes	62,547	61,000	50,000	(11,000)	(18.0)
<b>Total Debt Service</b>		<b>5,685,921</b>	<b>5,692,877</b>	<b>6,086,324</b>	<b>393,447</b>	<b>6.9</b>
<b>Education</b>						
4950	Education	27,358,440	29,751,613	30,483,899	732,286	2.5
<b>Total Education</b>		<b>27,358,440</b>	<b>29,751,613</b>	<b>30,483,899</b>	<b>732,286</b>	<b>2.5</b>
<b>Intergovernmental</b>						
4990	County Tax	3,666,619	3,695,245	4,492,381	797,136	21.6
<b>Total Intergovernmental</b>		<b>3,666,619</b>	<b>3,695,245</b>	<b>4,492,381</b>	<b>797,136</b>	<b>21.6</b>
<b>Total 1000 General Fund</b>		<b>54,064,186</b>	<b>57,529,168</b>	<b>60,814,091</b>	<b>3,284,923</b>	<b>5.7</b>

**City of Dover**  
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**Summary by Object Code**

**2100 CDBG - Entitlement**

Account	Description	Prior Year Actual	Current Year Budget	City Mgr Proposed	Dollar Change	% Chng
<b>Personal Services</b>						
4110	Regular Salaried Employees	0	0	78,955	78,955	100.0
4115	Regular Hourly Employees	0	0	25,772	25,772	100.0
4170	Longevity Pay	0	0	1,980	1,980	100.0
4211	Health Insurance	0	0	21,596	21,596	100.0
4212	Dental Insurance	0	0	1,069	1,069	100.0
4213	Life Insurance	0	0	290	290	100.0
4214	Disability Insurance	0	0	96	96	100.0
4220	FICA	0	0	6,118	6,118	100.0
4225	Medicare	0	0	1,431	1,431	100.0
4230	Retirement	0	0	6,296	6,296	100.0
4240	Staff Development	0	0	1,050	1,050	100.0
4260	Workers Comp Insurance	0	0	825	825	100.0
4290	FSA Fees	0	0	58	58	100.0
<b>Total Personal Services</b>		<b>0</b>	<b>0</b>	<b>145,536</b>	<b>145,536</b>	<b>100.0</b>
<b>Purchased Services</b>						
4335	Auditing Services	0	0	3,038	3,038	100.0
4339	Consulting Services	0	0	150	150	100.0
4435	Maint Chrgs - Office Equipment	0	0	100	100	100.0
4531	Telecommunications	0	0	400	400	100.0
4534	Postage	0	0	250	250	100.0
4540	Advertising	0	0	1,150	1,150	100.0
4580	Travel Expense	0	0	550	550	100.0
<b>Total Purchased Services</b>		<b>0</b>	<b>0</b>	<b>5,638</b>	<b>5,638</b>	<b>100.0</b>
<b>Supplies</b>						
4611	Office Supplies	0	0	200	200	100.0
4640	Publications	0	0	200	200	100.0
<b>Total Supplies</b>		<b>0</b>	<b>0</b>	<b>400</b>	<b>400</b>	<b>100.0</b>
<b>Other Expenses</b>						
4725	Building Improvements	0	0	15,500	15,500	100.0
4835	Grants/Subsidy	0	0	273,026	273,026	100.0
<b>Total Other Expenses</b>		<b>0</b>	<b>0</b>	<b>288,526</b>	<b>288,526</b>	<b>100.0</b>
<b>Total 2100 CDBG - Entitlement</b>		<b>0</b>	<b>0</b>	<b>440,100</b>	<b>440,100</b>	<b>100.0</b>

**City of Dover**  
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**Appropriations**  
 Summary by Object Code

**2210 DOJ - Drug Ed & Enforce**

Account	Description	Prior Year Actual	Current Year Budget	City Mgr Proposed	Dollar Change	% Chng
<b>Personal Services</b>						
4115	Regular Hourly Employees	0	0	417,504	417,504	100.0
4170	Longevity Pay	0	0	2,000	2,000	100.0
4211	Health Insurance	0	0	56,729	56,729	100.0
4212	Dental Insurance	0	0	3,572	3,572	100.0
4213	Life Insurance	0	0	1,043	1,043	100.0
4220	FICA	0	0	5,763	5,763	100.0
4225	Medicare	0	0	3,993	3,993	100.0
4230	Retirement	0	0	30,125	30,125	100.0
4260	Workers Comp Insurance	0	0	7,739	7,739	100.0
<b>Total Personal Services</b>		<b>0</b>	<b>0</b>	<b>528,468</b>	<b>528,468</b>	<b>100.0</b>
<b>Purchased Services</b>						
4523	Police Liab Insurance	0	0	7,800	7,800	100.0
<b>Total Purchased Services</b>		<b>0</b>	<b>0</b>	<b>7,800</b>	<b>7,800</b>	<b>100.0</b>
<b>Total 2210 DOJ - Drug Ed &amp; Enforce</b>		<b>0</b>	<b>0</b>	<b>536,268</b>	<b>536,268</b>	<b>100.0</b>

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 Summary by Object Code

**2220 DHA - Policing**

Account	Description	Prior Year Actual	Current Year Budget	City Mgr Proposed	Dollar Change	% Chng
<b>Personal Services</b>						
4115	Regular Hourly Employees	0	0	57,261	57,261	100.0
4170	Longevity Pay	0	0	1,200	1,200	100.0
4211	Health Insurance	0	0	16,471	16,471	100.0
4212	Dental Insurance	0	0	666	666	100.0
4213	Life Insurance	0	0	148	148	100.0
4220	FICA	0	0	10	10	100.0
4225	Medicare	0	0	2	2	100.0
4230	Retirement	0	0	4,588	4,588	100.0
4260	Workers Comp Insurance	0	0	774	774	100.0
<b>Total Personal Services</b>		<b>0</b>	<b>0</b>	<b>81,120</b>	<b>81,120</b>	<b>100.0</b>
<b>Purchased Services</b>						
4523	Police Liab Insurance	0	0	975	975	100.0
<b>Total Purchased Services</b>		<b>0</b>	<b>0</b>	<b>975</b>	<b>975</b>	<b>100.0</b>
<b>Total 2220 DHA - Policing</b>		<b>0</b>	<b>0</b>	<b>82,095</b>	<b>82,095</b>	<b>100.0</b>

**City of Dover**  
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 Summary by Object Code

**2290 Emergency Management**

Account	Description	Prior Year Actual	Current Year Budget	City Mgr Proposed	Dollar Change	% Chng
<b>Personal Services</b>						
4110	Regular Salaried Employees	0	0	7,800	7,800	100.0
4240	Staff Development	0	0	2,200	2,200	100.0
	<b>Total Personal Services</b>	<b>0</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>	<b>100.0</b>
<b>Purchased Services</b>						
4443	Rental of Equipment	0	0	2,900	2,900	100.0
4531	Telecommunications	0	0	6,700	6,700	100.0
	<b>Total Purchased Services</b>	<b>0</b>	<b>0</b>	<b>9,600</b>	<b>9,600</b>	<b>100.0</b>
<b>Total 2290 Emergency Management</b>		<b>0</b>	<b>0</b>	<b>19,600</b>	<b>19,600</b>	<b>100.0</b>

**City of Dover**  
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**Appropriations**  
 Summary by Object Code

**2800 School Cafeteria Fund**

Account	Description	Prior Year Actual	Current Year Budget	City Mgr Proposed	Dollar Change	% Chng
<b>Education</b>						
4950	Education	1,082,949	1,039,271	1,111,300	72,029	6.9
	<b>Total Education</b>	<b>1,082,949</b>	<b>1,039,271</b>	<b>1,111,300</b>	<b>72,029</b>	<b>6.9</b>
<b>Total 2800</b>	<b>School Cafeteria Fund</b>	<b>1,082,949</b>	<b>1,039,271</b>	<b>1,111,300</b>	<b>72,029</b>	<b>6.9</b>

**City of Dover**  
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**Appropriations**  
 Summary by Object Code

**2820 School - DOE Federal Grants**

Account	Description	Prior Year Actual	Current Year Budget	City Mgr Proposed	Dollar Change	% Chng
<b><i>Education</i></b>						
4950	Education	0	0	2,635,000	2,635,000	100.0
	<b><i>Total Education</i></b>	<b>0</b>	<b>0</b>	<b>2,635,000</b>	<b>2,635,000</b>	<b>100.0</b>
<b>Total 2820</b>	<b>School - DOE Federal Grants</b>	<b>0</b>	<b>0</b>	<b>2,635,000</b>	<b>2,635,000</b>	<b>100.0</b>

**City of Dover**  
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**Appropriations**  
 Summary by Object Code

**2900 School Special Pgms & Grants**

Account	Description	Prior Year Actual	Current Year Budget	City Mgr Proposed	Dollar Change	% Chng
<b><i>Education</i></b>						
4950	Education	266,198	830,000	830,000	0	0.0
	<b><i>Total Education</i></b>	<b>266,198</b>	<b>830,000</b>	<b>830,000</b>	<b>0</b>	<b>0.0</b>
<b>Total 2900</b>	<b>School Special Pgms &amp; Grants</b>	<b>266,198</b>	<b>830,000</b>	<b>830,000</b>	<b>0</b>	<b>0.0</b>



**City of Dover**  
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**Summary by Object Code**

**3213 Parking Activity Fund**

Account	Description	Prior Year Actual	Current Year Budget	City Mgr Proposed	Dollar Change	% Chng
<b>Personal Services</b>						
4115	Regular Hourly Employees	148,686	162,377	144,982	(17,395)	(10.7)
4130	Overtime Pay	206	450	348	(102)	(22.7)
4170	Longevity Pay	2,570	2,570	1,591	(979)	(38.1)
4211	Health Insurance	35,805	43,755	50,291	6,536	14.9
4212	Dental Insurance	1,520	1,520	1,274	(246)	(16.2)
4213	Life Insurance	306	344	274	(70)	(20.3)
4220	FICA	5,302	5,626	5,643	17	0.3
4225	Medicare	1,240	1,316	2,080	764	58.1
4230	Retirement	5,788	6,427	7,404	977	15.2
4260	Workers Comp Insurance	2,455	2,306	3,101	795	34.5
4291	Uniform & Cleaning Allowance	1,471	1,388	1,388	0	0.0
<b>Total Personal Services</b>		<b>205,347</b>	<b>228,079</b>	<b>218,376</b>	<b>(9,703)</b>	<b>(4.3)</b>
<b>Purchased Services</b>						
4335	Auditing Services	355	359	531	172	47.9
4422	Contract Snow Plowing	1,502	0	0	0	0.0
4433	Maint Chrgs - Equipment	157	800	900	100	12.5
4435	Maint Chrgs - Office Equipment	3,210	3,210	3,275	65	2.0
4523	Police Liab Insurance	899	958	975	17	1.8
4524	Public Liab Insurance	765	1,130	1,244	114	10.1
4534	Postage	1,919	3,469	3,528	59	1.7
<b>Total Purchased Services</b>		<b>8,806</b>	<b>9,926</b>	<b>10,453</b>	<b>527</b>	<b>5.3</b>
<b>Supplies</b>						
4611	Office Supplies	2,299	6,259	6,259	0	0.0
4612	Operating Supplies	892	1,426	1,426	0	0.0
4615	Clothing & Uniforms	601	1,500	1,500	0	0.0
4622	Electricity	10,086	14,123	13,890	(233)	(1.6)
4626	Vehicle Fuels	825	1,242	1,044	(198)	(15.9)
4654	Maint Supplies - Vehicles	66	863	614	(249)	(28.9)
4661	Fleet Maint Charge	1,350	1,350	1,350	0	0.0
4681	Minor Equip, Furniture & Fxtrs	1,770	2,850	10,980	8,130	285.3
<b>Total Supplies</b>		<b>17,889</b>	<b>29,613</b>	<b>37,063</b>	<b>7,450</b>	<b>25.2</b>
<b>Capital Outlay</b>						
4745	Computers & Communications Equip	5,253	5,245	2,185	(3,060)	(58.3)
<b>Total Capital Outlay</b>		<b>5,253</b>	<b>5,245</b>	<b>2,185</b>	<b>(3,060)</b>	<b>(58.3)</b>
<b>Total 3213 Parking Activity Fund</b>		<b>237,296</b>	<b>272,863</b>	<b>268,077</b>	<b>(4,786)</b>	<b>(1.8)</b>

**City of Dover**  
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**Summary by Object Code**

**3320 Residential Solid Waste**

Account	Description	Prior Year Actual	Current Year Budget	City Mgr Proposed	Dollar Change	% Chng
<b>Personal Services</b>						
4115	Regular Hourly Employees	43,671	48,788	63,272	14,484	29.7
4130	Overtime Pay	178	0	0	0	0.0
4170	Longevity Pay	273	273	200	(73)	(26.7)
4211	Health Insurance	10,262	11,587	14,277	2,690	23.2
4212	Dental Insurance	479	637	760	123	19.3
4213	Life Insurance	139	146	175	29	19.9
4220	FICA	2,336	2,946	3,828	882	29.9
4225	Medicare	546	689	895	206	29.9
4230	Retirement	3,660	2,191	3,745	1,554	70.9
<b>Total Personal Services</b>		<b>61,543</b>	<b>67,257</b>	<b>87,152</b>	<b>19,895</b>	<b>29.6</b>
<b>Purchased Services</b>						
4335	Auditing Services	410	421	621	200	47.5
4420	Waste Collection Services	213,514	220,268	231,000	10,732	4.9
4421	Waste Disposal Services	292,500	336,200	363,000	26,800	8.0
4435	Maint Chrgs - Office Equipment	0	1,000	1,000	0	0.0
4443	Rental of Equipment	1,170	0	0	0	0.0
4524	Public Liab Insurance	214	743	801	58	7.8
4529	Insurance Deductible Payments	200	0	0	0	0.0
4531	Telecommunications	1,122	2,400	2,400	0	0.0
4534	Postage	61	2,000	2,000	0	0.0
4550	Printing & Binding	267	3,000	3,000	0	0.0
4580	Travel Expense	0	400	400	0	0.0
<b>Total Purchased Services</b>		<b>509,457</b>	<b>566,432</b>	<b>604,222</b>	<b>37,790</b>	<b>6.7</b>
<b>Supplies</b>						
4611	Office Supplies	411	800	800	0	0.0
4612	Operating Supplies	61,866	70,000	70,000	0	0.0
4631	Food	0	0	0	0	0.0
4640	Publications	0	150	150	0	0.0
4681	Minor Equip, Furniture & Fxtrs	0	0	0	0	0.0
<b>Total Supplies</b>		<b>62,278</b>	<b>70,950</b>	<b>70,950</b>	<b>0</b>	<b>0.0</b>
<b>Capital Outlay</b>						
4745	Computers & Communications Equip	2,144	0	0	0	0.0
<b>Total Capital Outlay</b>		<b>2,144</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>
<b>Total 3320 Residential Solid Waste</b>		<b>635,421</b>	<b>704,639</b>	<b>762,324</b>	<b>57,685</b>	<b>8.2</b>

**City of Dover**  
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 Summary by Object Code

**3455 Library Fines**

Account	Description	Prior Year Actual	Current Year Budget	City Mgr Proposed	Dollar Change	% Chng
<b>Supplies</b>						
4640	Publications	(157)	2,000	3,000	1,000	50.0
	<b>Total Supplies</b>	<b>(157)</b>	<b>2,000</b>	<b>3,000</b>	<b>1,000</b>	<b>50.0</b>
<b>Capital Outlay</b>						
4748	Books and Collections	16,865	26,000	29,500	3,500	13.5
	<b>Total Capital Outlay</b>	<b>16,865</b>	<b>26,000</b>	<b>29,500</b>	<b>3,500</b>	<b>13.5</b>
<b>Total</b>	<b>3455 Library Fines</b>	<b>16,708</b>	<b>28,000</b>	<b>32,500</b>	<b>4,500</b>	<b>16.1</b>

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**Appropriations**  
 Summary by Object Code

**3810 School Tuition Programs**

Account	Description	Prior Year Actual	Current Year Budget	City Mgr Proposed	Dollar Change	% Chng
<b>Personal Services</b>						
4110	Regular Salaried Employees	10,885	0	0	0	0.0
4115	Regular Hourly Employees	224,465	0	0	0	0.0
	<b>Total Personal Services</b>	<b>235,350</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>
<b>Education</b>						
4950	Education	0	158,000	158,000	0	0.0
	<b>Total Education</b>	<b>0</b>	<b>158,000</b>	<b>158,000</b>	<b>0</b>	<b>0.0</b>
<b>Total 3810 School Tuition Programs</b>		<b>235,350</b>	<b>158,000</b>	<b>158,000</b>	<b>0</b>	<b>0.0</b>

**City of Dover**  
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**Appropriations**  
 Summary by Object Code

**3825 School Alternative Education Fund**

Account	Description	Prior Year Actual	Current Year Budget	City Mgr Proposed	Dollar Change	% Chng
<b>Education</b>						
4950	Education	179,337	572,000	720,000	148,000	25.9
	<b>Total Education</b>	<b>179,337</b>	<b>572,000</b>	<b>720,000</b>	<b>148,000</b>	<b>25.9</b>
<b>Total 3825</b>	<b>School Alternative Education Fun</b>	<b>179,337</b>	<b>572,000</b>	<b>720,000</b>	<b>148,000</b>	<b>25.9</b>

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**Appropriations**  
 Summary by Object Code

**3830 School Facilities Fund**

Account	Description	Prior Year Actual	Current Year Budget	City Mgr Proposed	Dollar Change	% Chng
<b>Personal Services</b>						
4115	Regular Hourly Employees	22,948	0	0	0	0.0
	<b>Total Personal Services</b>	<b>22,948</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>
<b>Education</b>						
4950	Education	77,103	70,000	75,000	5,000	7.1
	<b>Total Education</b>	<b>77,103</b>	<b>70,000</b>	<b>75,000</b>	<b>5,000</b>	<b>7.1</b>
<b>Total 3830</b>	<b>School Facilities Fund</b>	<b>100,051</b>	<b>70,000</b>	<b>75,000</b>	<b>5,000</b>	<b>7.1</b>

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**Summary by Object Code**

**5300 Water Fund**

Account	Description	Prior Year Actual	Current Year Budget	City Mgr Proposed	Dollar Change	% Chng
<b>Personal Services</b>						
4115	Regular Hourly Employees	510,691	560,186	599,704	39,518	7.1
4120	Temporary Employees	0	10,400	10,400	0	0.0
4130	Overtime Pay	55,534	20,000	20,000	0	0.0
4160	Severance Pay	(5,689)	1,000	1,000	0	0.0
4170	Longevity Pay	7,764	7,784	9,978	2,194	28.2
4211	Health Insurance	143,781	207,145	251,994	44,849	21.7
4212	Dental Insurance	6,558	8,008	8,264	256	3.2
4213	Life Insurance	1,216	1,714	1,684	(30)	(1.8)
4220	FICA	34,710	35,656	38,021	2,365	6.6
4225	Medicare	8,117	8,339	8,892	553	6.6
4230	Retirement	24,886	26,762	37,210	10,448	39.0
4240	Staff Development	2,268	3,000	3,000	0	0.0
4260	Workers Comp Insurance	6,760	16,630	17,840	1,210	7.3
4290	FSA Fees	231	143	230	87	60.8
<b>Total Personal Services</b>		<b>796,827</b>	<b>906,767</b>	<b>1,008,217</b>	<b>101,450</b>	<b>11.2</b>
<b>Purchased Services</b>						
4311	Administrative Services	17	0	0	0	0.0
4335	Auditing Services	989	1,053	1,968	915	86.9
4336	Medical Services	858	650	650	0	0.0
4339	Consulting Services	9,400	10,000	10,000	0	0.0
4341	Technical Services	17,394	30,000	22,000	(8,000)	(26.7)
4411	Water & Sewer Expense	36,867	32,000	32,000	0	0.0
4422	Contract Snow Plowing	0	3,600	3,600	0	0.0
4431	Maint Chrgs - Buildings	2,968	6,000	6,000	0	0.0
4432	Maint Chrgs - Impr o/t Buildings	20,687	35,000	35,000	0	0.0
4433	Maint Chrgs - Equipment	10,508	20,000	25,000	5,000	25.0
4435	Maint Chrgs - Office Equipment	1,253	3,781	3,976	195	5.2
4441	Rental of Land & Buildings	0	9,500	0	(9,500)	(100.0)
4443	Rental of Equipment	19,108	17,100	16,500	(600)	(3.5)
4460	Taxes	7,494	5,200	5,200	0	0.0
4521	Property Insurance	2,712	4,228	4,399	171	4.0
4522	Vehicle & Equip Insurance	5,518	4,704	4,446	(258)	(5.5)
4524	Public Liab Insurance	4,679	7,276	7,438	162	2.2
4529	Insurance Deductible Payments	(1,231)	0	0	0	0.0
4531	Telecommunications	9,876	5,300	5,300	0	0.0
4534	Postage	7,563	8,500	8,500	0	0.0
4540	Advertising	571	500	500	0	0.0
4550	Printing & Binding	2,691	4,000	4,000	0	0.0
4580	Travel Expense	513	750	750	0	0.0
<b>Total Purchased Services</b>		<b>160,434</b>	<b>209,142</b>	<b>197,227</b>	<b>(11,915)</b>	<b>(5.7)</b>
<b>Supplies</b>						
4611	Office Supplies	2,993	3,000	3,000	0	0.0
4612	Operating Supplies	55,444	61,200	61,200	0	0.0
4615	Clothing & Uniforms	5,737	6,794	6,794	0	0.0
4621	Natural Gas	15,495	13,000	13,000	0	0.0
4622	Electricity	158,002	174,000	174,000	0	0.0
4626	Vehicle Fuels	15,620	9,500	9,500	0	0.0
4631	Food	21	100	100	0	0.0
4635	Medicinal Supplies	96	0	0	0	0.0
4640	Publications	0	300	300	0	0.0
4651	Maint Supplies - Buildings	1,031	2,000	3,000	1,000	50.0
4652	Maint Supplies - Impr o/t Building	(1,213)	32,000	32,000	0	0.0
4653	Maint Supplies - Equipment	5,308	7,000	8,000	1,000	14.3
4654	Maint Supplies - Vehicles	23,939	15,000	15,000	0	0.0
4661	Fleet Maint Charge	47,750	42,230	46,850	4,620	10.9
4681	Minor Equip, Furniture & Fxtrs	10,426	8,400	13,300	4,900	58.3
<b>Total Supplies</b>		<b>340,649</b>	<b>374,524</b>	<b>386,044</b>	<b>11,520</b>	<b>3.1</b>
<b>Capital Outlay</b>						
4730	Improvements o/t Buildings	12,022	0	0	0	0.0
4741	Machinery & Equipment	76,073	0	0	0	0.0
4743	Heavy Vehicles	3,472	28,500	0	(28,500)	(100.0)



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**Appropriations**  
 Summary by Object Code

**5300 Water Fund**

Account	Description	Prior Year Actual	Current Year Budget	City Mgr Proposed	Dollar Change	% Chng
4745	Computers & Communications Equip	3,508	2,000	2,000	0	0.0
4760	Depreciation Expense	384,228	360,000	414,000	54,000	15.0
<b>Total Capital Outlay</b>		<b>479,302</b>	<b>390,500</b>	<b>416,000</b>	<b>25,500</b>	<b>6.5</b>
<b>Other Expenses</b>						
4810	Membership Dues	3,849	5,166	5,166	0	0.0
4819	Fees & Charges	1,550	0	0	0	0.0
4820	Dept Overhead Charges	73,395	73,395	74,359	964	1.3
4835	Grants/Subsidy	6,000	0	0	0	0.0
4840	Contingency	36,438	0	0	0	0.0
4891	Abatements	6,214	5,000	5,000	0	0.0
<b>Total Other Expenses</b>		<b>127,446</b>	<b>83,561</b>	<b>84,525</b>	<b>964</b>	<b>1.2</b>
<b>Operating Transfers Out</b>						
4918	Transfer to Trust	40,000	100,000	150,000	50,000	50.0
<b>Total Operating Transfers Out</b>		<b>40,000</b>	<b>100,000</b>	<b>150,000</b>	<b>50,000</b>	<b>50.0</b>
<b>Debt Service</b>						
4921	Interest - Bonds	259,524	193,093	242,973	49,880	25.8
4922	Interest - Bond Ant Notes	0	65,600	176,000	110,400	168.3
<b>Total Debt Service</b>		<b>259,524</b>	<b>258,693</b>	<b>418,973</b>	<b>160,280</b>	<b>62.0</b>
<b>Total 5300 Water Fund</b>		<b>2,204,182</b>	<b>2,323,187</b>	<b>2,660,986</b>	<b>337,799</b>	<b>14.5</b>

**City of Dover**  
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**Summary by Object Code**

**5320 Sewer Fund**

Account	Description	Prior Year Actual	Current Year Budget	City Mgr Proposed	Dollar Change	% Chng
<b>Personal Services</b>						
4110	Regular Salaried Employees	156,469	168,213	173,018	4,805	2.9
4115	Regular Hourly Employees	426,149	506,369	540,501	34,132	6.7
4130	Overtime Pay	35,715	25,000	25,000	0	0.0
4160	Severance Pay	3,446	1,000	1,000	0	0.0
4170	Longevity Pay	4,072	4,228	6,400	2,172	51.4
4211	Health Insurance	135,220	163,489	184,172	20,683	12.7
4212	Dental Insurance	9,321	9,532	10,189	657	6.9
4213	Life Insurance	1,707	2,024	1,969	(55)	(2.7)
4220	FICA	38,592	42,062	44,468	2,406	5.7
4225	Medicare	9,025	9,837	10,399	562	5.7
4230	Retirement	26,439	31,471	44,010	12,539	39.8
4240	Staff Development	4,779	5,500	5,500	0	0.0
4260	Workers Comp Insurance	5,310	4,380	5,220	840	19.2
4290	FSA Fees	80	129	130	1	0.8
<b>Total Personal Services</b>		<b>856,324</b>	<b>973,234</b>	<b>1,051,976</b>	<b>78,742</b>	<b>8.1</b>
<b>Purchased Services</b>						
4311	Administrative Services	400	1,000	1,000	0	0.0
4332	Design Services	0	1,000	1,000	0	0.0
4333	Construction Services	13,440	0	0	0	0.0
4335	Auditing Services	1,405	1,400	3,035	1,635	116.8
4336	Medical Services	578	1,300	1,300	0	0.0
4339	Consulting Services	3,100	10,000	10,000	0	0.0
4341	Technical Services	6,916	5,500	5,500	0	0.0
4411	Water & Sewer Expense	26,881	20,000	27,000	7,000	35.0
4421	Waste Disposal Services	12,717	0	7,000	7,000	100.0
4431	Maint Chrgs - Buildings	7,665	1,500	1,500	0	0.0
4432	Maint Chrgs - Impr o/t Buildings	7,715	12,000	12,000	0	0.0
4433	Maint Chrgs - Equipment	12,477	10,000	15,000	5,000	50.0
4435	Maint Chrgs - Office Equipment	2,171	4,816	5,101	285	5.9
4441	Rental of Land & Buildings	0	10,200	700	(9,500)	(93.1)
4443	Rental of Equipment	25,618	40,000	37,500	(2,500)	(6.3)
4460	Taxes	600	0	0	0	0.0
4521	Property Insurance	15,420	23,856	25,219	1,363	5.7
4522	Vehicle & Equip Insurance	5,842	5,376	5,814	438	8.1
4524	Public Liab Insurance	6,458	9,784	9,929	145	1.5
4529	Insurance Deductible Payments	2,030	0	0	0	0.0
4531	Telecommunications	12,309	9,000	9,000	0	0.0
4534	Postage	5,301	4,600	4,600	0	0.0
4540	Advertising	249	650	650	0	0.0
4550	Printing & Binding	1,345	1,300	1,300	0	0.0
4580	Travel Expense	1,847	1,500	1,500	0	0.0
<b>Total Purchased Services</b>		<b>172,483</b>	<b>174,782</b>	<b>185,648</b>	<b>10,866</b>	<b>6.2</b>
<b>Supplies</b>						
4611	Office Supplies	4,541	6,000	6,000	0	0.0
4612	Operating Supplies	164,625	128,000	138,000	10,000	7.8
4615	Clothing & Uniforms	9,960	9,462	11,642	2,180	23.0
4621	Natural Gas	13,996	16,992	18,492	1,500	8.8
4622	Electricity	241,562	318,000	318,000	0	0.0
4624	Heating Oil	20,119	25,000	25,000	0	0.0
4626	Vehicle Fuels	11,278	10,000	10,000	0	0.0
4631	Food	540	100	100	0	0.0
4635	Medicinal Supplies	37	0	150	150	100.0
4640	Publications	266	900	650	(250)	(27.8)
4651	Maint Supplies - Buildings	2,028	2,500	3,500	1,000	40.0
4652	Maint Supplies - Impr o/t Building	133,375	140,200	140,200	0	0.0
4653	Maint Supplies - Equipment	17,359	20,000	20,000	0	0.0
4654	Maint Supplies - Vehicles	21,941	19,000	19,000	0	0.0
4661	Fleet Maint Charge	48,900	47,590	50,650	3,060	6.4
4681	Minor Equip, Furniture & Fxtrs	12,532	7,000	13,500	6,500	92.9
<b>Total Supplies</b>		<b>703,058</b>	<b>750,744</b>	<b>774,884</b>	<b>24,140</b>	<b>3.2</b>
<b>Capital Outlay</b>						

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**5320 Sewer Fund**

<b>Account</b>	<b>Description</b>	<b>Prior Year Actual</b>	<b>Current Year Budget</b>	<b>City Mgr Proposed</b>	<b>Dollar Change</b>	<b>% Chng</b>
4730	Improvements o/t Buildings	2,500	0	0	0	0.0
4741	Machinery & Equipment	74,350	110,000	65,000	(45,000)	(40.9)
4742	Light Vehicles	0	0	52,500	52,500	100.0
4745	Computers & Communications Equip	3,508	2,000	0	(2,000)	(100.0)
4760	Depreciation Expense	395,093	360,000	415,000	55,000	15.3
<b>Total Capital Outlay</b>		<b>475,450</b>	<b>472,000</b>	<b>532,500</b>	<b>60,500</b>	<b>12.8</b>
<b>Other Expenses</b>						
4810	Membership Dues	638	1,500	1,500	0	0.0
4819	Fees & Charges	75	1,500	1,500	0	0.0
4820	Dept Overhead Charges	88,095	88,095	89,358	1,263	1.4
4840	Contingency	33,936	0	0	0	0.0
4891	Abatements	8,335	5,000	5,000	0	0.0
<b>Total Other Expenses</b>		<b>131,079</b>	<b>96,095</b>	<b>97,358</b>	<b>1,263</b>	<b>1.3</b>
<b>Operating Transfers Out</b>						
4918	Transfer to Trust	300,000	300,000	350,000	50,000	16.7
<b>Total Operating Transfers Out</b>		<b>300,000</b>	<b>300,000</b>	<b>350,000</b>	<b>50,000</b>	<b>16.7</b>
<b>Debt Service</b>						
4921	Interest - Bonds	876,577	766,464	823,616	57,152	7.5
4922	Interest - Bond Ant Notes	0	124,500	19,250	(105,250)	(84.5)
<b>Total Debt Service</b>		<b>876,577</b>	<b>890,964</b>	<b>842,866</b>	<b>(48,098)</b>	<b>(5.4)</b>
<b>Total 5320 Sewer Fund</b>		<b>3,514,972</b>	<b>3,657,819</b>	<b>3,835,232</b>	<b>177,413</b>	<b>4.9</b>

**City of Dover**  
**Fiscal Year 2004 Budget**  
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**Appropriations**  
**Summary by Object Code**

**5500 Arena Fund**

Account	Description	Prior Year Actual	Current Year Budget	City Mgr Proposed	Dollar Change	% Chng
<b>Personal Services</b>						
4115	Regular Hourly Employees	159,195	208,440	218,878	10,438	5.0
4120	Temporary Employees	101,179	74,411	90,073	15,662	21.0
4130	Overtime Pay	10,490	3,400	5,000	1,600	47.1
4160	Severance Pay	2,692	936	936	0	0.0
4170	Longevity Pay	1,960	1,960	3,600	1,640	83.7
4211	Health Insurance	39,471	77,408	79,555	2,147	2.8
4212	Dental Insurance	2,354	3,799	3,672	(127)	(3.3)
4213	Life Insurance	372	625	604	(21)	(3.4)
4220	FICA	16,638	17,210	19,023	1,813	10.5
4225	Medicare	3,892	4,025	4,449	424	10.5
4230	Retirement	6,145	9,588	13,476	3,888	40.6
4240	Staff Development	282	750	500	(250)	(33.3)
4250	Unemployment	0	200	200	0	0.0
4260	Workers Comp Insurance	3,910	3,700	4,880	1,180	31.9
<b>Total Personal Services</b>		<b>348,581</b>	<b>406,452</b>	<b>444,846</b>	<b>38,394</b>	<b>9.4</b>
<b>Purchased Services</b>						
4335	Auditing Services	430	472	691	219	46.4
4336	Medical Services	894	500	500	0	0.0
4411	Water & Sewer Expense	12,407	8,000	10,000	2,000	25.0
4422	Contract Snow Plowing	180	2,000	2,000	0	0.0
4431	Maint Chrgs - Buildings	36,106	38,000	38,000	0	0.0
4433	Maint Chrgs - Equipment	14,894	2,000	3,180	1,180	59.0
4435	Maint Chrgs - Office Equipment	706	1,530	1,620	90	5.9
4521	Property Insurance	2,366	3,702	4,639	937	25.3
4522	Vehicle & Equip Insurance	346	336	342	6	1.8
4524	Public Liab Insurance	1,565	4,073	4,373	300	7.4
4531	Telecommunications	7,004	3,202	7,000	3,798	118.6
4534	Postage	302	500	500	0	0.0
4540	Advertising	4,675	2,000	2,000	0	0.0
4550	Printing & Binding	450	0	0	0	0.0
4580	Travel Expense	979	150	150	0	0.0
<b>Total Purchased Services</b>		<b>83,304</b>	<b>66,465</b>	<b>74,995</b>	<b>8,530</b>	<b>12.8</b>
<b>Supplies</b>						
4611	Office Supplies	1,773	1,000	1,000	0	0.0
4612	Operating Supplies	10,378	6,500	7,500	1,000	15.4
4615	Clothing & Uniforms	2,349	3,150	2,500	(650)	(20.6)
4621	Natural Gas	131,250	110,000	110,000	0	0.0
4622	Electricity	158,979	110,371	150,000	39,629	35.9
4626	Vehicle Fuels	1,531	500	500	0	0.0
4635	Medicinal Supplies	123	100	100	0	0.0
4640	Publications	0	150	150	0	0.0
4651	Maint Supplies - Buildings	4,840	1,000	1,000	0	0.0
4652	Maint Supplies - Impr o/t Building	121	500	500	0	0.0
4653	Maint Supplies - Equipment	4,529	3,000	3,000	0	0.0
4654	Maint Supplies - Vehicles	1,459	1,500	1,500	0	0.0
4661	Fleet Maint Charge	5,600	8,320	8,700	380	4.6
4681	Minor Equip, Furniture & Fxtrs	450	500	500	0	0.0
<b>Total Supplies</b>		<b>323,382</b>	<b>246,591</b>	<b>286,950</b>	<b>40,359</b>	<b>16.4</b>
<b>Capital Outlay</b>						
4725	Building Improvements	1,900	0	0	0	0.0
4741	Machinery & Equipment	790	0	0	0	0.0
4744	Furniture & Fixtures	95	0	0	0	0.0
4745	Computers & Communications Equip	0	1,200	0	(1,200)	(100.0)
4760	Depreciation Expense	104,045	144,000	165,500	21,500	14.9
<b>Total Capital Outlay</b>		<b>106,830</b>	<b>145,200</b>	<b>165,500</b>	<b>20,300</b>	<b>14.0</b>
<b>Other Expenses</b>						
4810	Membership Dues	140	125	125	0	0.0
4819	Fees & Charges	375	375	375	0	0.0
4820	Dept Overhead Charges	31,900	6,000	6,080	80	1.3
4840	Contingency	112,741	0	0	0	0.0

**City of Dover**  
**Fiscal Year 2004 Budget**  
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**Appropriations**  
 Summary by Object Code

**5500 Arena Fund**

Account	Description	Prior Year Actual	Current Year Budget	City Mgr Proposed	Dollar Change	% Chng
4895	Cost of Sales	3,565	2,500	11,000	8,500	340.0
	<b>Total Other Expenses</b>	<b>148,721</b>	<b>9,000</b>	<b>17,580</b>	<b>8,580</b>	<b>95.3</b>
	<b>Debt Service</b>					
4921	Interest - Bonds	229,307	168,070	179,127	11,057	6.6
	<b>Total Debt Service</b>	<b>229,307</b>	<b>168,070</b>	<b>179,127</b>	<b>11,057</b>	<b>6.6</b>
	<b>Total 5500 Arena Fund</b>	<b>1,240,125</b>	<b>1,041,778</b>	<b>1,168,998</b>	<b>127,220</b>	<b>12.2</b>

**City of Dover**  
**Fiscal Year 2004 Budget**  
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**Appropriations**  
**Summary by Object Code**

**6100 DoverNet Fund**

Account	Description	Prior Year Actual	Current Year Budget	City Mgr Proposed	Dollar Change	% Chng
<b>Personal Services</b>						
4110	Regular Salaried Employees	0	0	10,748	10,748	100.0
4170	Longevity Pay	0	0	80	80	100.0
4211	Health Insurance	0	0	1,334	1,334	100.0
4212	Dental Insurance	0	0	53	53	100.0
4213	Life Insurance	0	0	30	30	100.0
4220	FICA	0	0	671	671	100.0
4225	Medicare	0	0	157	157	100.0
4230	Retirement	0	0	639	639	100.0
4240	Staff Development	0	3,000	3,000	0	0.0
<b>Total Personal Services</b>		<b>0</b>	<b>3,000</b>	<b>16,712</b>	<b>13,712</b>	<b>457.1</b>
<b>Purchased Services</b>						
4339	Consulting Services	4,923	0	0	0	0.0
4341	Technical Services	165,093	78,308	134,480	56,172	71.7
4435	Maint Chrgs - Office Equipment	8,132	107,280	56,297	(50,983)	(47.5)
4531	Telecommunications	42,238	36,780	34,260	(2,520)	(6.9)
<b>Total Purchased Services</b>		<b>220,385</b>	<b>222,368</b>	<b>225,037</b>	<b>2,669</b>	<b>1.2</b>
<b>Supplies</b>						
4611	Office Supplies	273	0	608	608	100.0
4612	Operating Supplies	0	7,000	0	(7,000)	(100.0)
4640	Publications	0	500	2,260	1,760	352.0
4681	Minor Equip, Furniture & Fxtrs	0	200	0	(200)	(100.0)
<b>Total Supplies</b>		<b>273</b>	<b>7,700</b>	<b>2,868</b>	<b>(4,832)</b>	<b>(62.8)</b>
<b>Capital Outlay</b>						
4745	Computers & Communications Equip	75,004	18,200	8,462	(9,738)	(53.5)
<b>Total Capital Outlay</b>		<b>75,004</b>	<b>18,200</b>	<b>8,462</b>	<b>(9,738)</b>	<b>(53.5)</b>
<b>Total 6100 DoverNet Fund</b>		<b>295,662</b>	<b>251,268</b>	<b>253,079</b>	<b>1,811</b>	<b>0.7</b>

**City of Dover**  
**Fiscal Year 2004 Budget**  
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**Appropriations**  
 Summary by Object Code

**6110 Central Stores Fund**

Account	Description	Prior Year Actual	Current Year Budget	City Mgr Proposed	Dollar Change	% Chng
<b><i>Purchased Services</i></b>						
4435	Maint Chrgs - Office Equipment	80	0	0	0	0.0
4443	Rental of Equipment	10,952	10,560	10,560	0	0.0
4531	Telecommunications	300	400	400	0	0.0
4534	Postage	40,000	39,000	40,000	1,000	2.6
	<b><i>Total Purchased Services</i></b>	<b>51,331</b>	<b>49,960</b>	<b>50,960</b>	<b>1,000</b>	<b>2.0</b>
<b><i>Supplies</i></b>						
4611	Office Supplies	2,361	13,600	7,340	(6,260)	(46.0)
4612	Operating Supplies	3,995	2,770	3,700	930	33.6
	<b><i>Total Supplies</i></b>	<b>6,356</b>	<b>16,370</b>	<b>11,040</b>	<b>(5,330)</b>	<b>(32.6)</b>
<b>Total 6110 Central Stores Fund</b>		<b>57,688</b>	<b>66,330</b>	<b>62,000</b>	<b>(4,330)</b>	<b>(6.5)</b>

**City of Dover**  
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**Appropriations**  
**Summary by Object Code**

**6310 Fleet Maintenance Fund**

Account	Description	Prior Year Actual	Current Year Budget	City Mgr Proposed	Dollar Change	% Chng
<b>Personal Services</b>						
4115	Regular Hourly Employees	169,460	219,342	230,789	11,447	5.2
4120	Temporary Employees	1,285	832	832	0	0.0
4130	Overtime Pay	5,884	4,000	4,000	0	0.0
4160	Severance Pay	(2,297)	0	0	0	0.0
4170	Longevity Pay	2,516	2,672	5,022	2,350	87.9
4211	Health Insurance	55,235	66,408	76,330	9,922	14.9
4212	Dental Insurance	3,488	4,369	3,700	(669)	(15.3)
4213	Life Insurance	575	658	637	(21)	(3.2)
4220	FICA	11,238	13,274	14,173	899	6.8
4225	Medicare	2,628	3,104	3,315	211	6.8
4230	Retirement	7,122	10,092	14,149	4,057	40.2
4240	Staff Development	623	500	500	0	0.0
4260	Workers Comp Insurance	10,327	10,555	5,387	(5,168)	(49.0)
4290	FSA Fees	66	90	58	(32)	(35.6)
<b>Total Personal Services</b>		<b>268,152</b>	<b>335,896</b>	<b>358,892</b>	<b>22,996</b>	<b>6.8</b>
<b>Purchased Services</b>						
4336	Medical Services	110	0	50	50	100.0
4435	Maint Chrgs - Office Equipment	824	750	800	50	6.7
4521	Property Insurance	949	298	0	(298)	(100.0)
4522	Vehicle & Equip Insurance	325	336	342	6	1.8
4531	Telecommunications	5,071	1,500	2,000	500	33.3
4534	Postage	0	50	50	0	0.0
4580	Travel Expense	1,194	3,083	1,000	(2,083)	(67.6)
<b>Total Purchased Services</b>		<b>8,473</b>	<b>6,017</b>	<b>4,242</b>	<b>(1,775)</b>	<b>(29.5)</b>
<b>Supplies</b>						
4611	Office Supplies	901	1,500	1,000	(500)	(33.3)
4612	Operating Supplies	998	1,000	1,500	500	50.0
4615	Clothing & Uniforms	4,319	3,500	3,500	0	0.0
4626	Vehicle Fuels	5,748	10,000	5,000	(5,000)	(50.0)
4653	Maint Supplies - Equipment	170	1,000	1,000	0	0.0
4654	Maint Supplies - Vehicles	34	289	300	11	3.8
4681	Minor Equip, Furniture & Fxtrs	5,153	5,500	5,000	(500)	(9.1)
<b>Total Supplies</b>		<b>17,322</b>	<b>22,789</b>	<b>17,300</b>	<b>(5,489)</b>	<b>(24.1)</b>
<b>Capital Outlay</b>						
4742	Light Vehicles	15,580	0	0	0	0.0
4745	Computers & Communications Equip	0	500	500	0	0.0
<b>Total Capital Outlay</b>		<b>15,580</b>	<b>500</b>	<b>500</b>	<b>0</b>	<b>0.0</b>
<b>Other Expenses</b>						
4895	Cost of Sales	164,731	134,387	135,479	1,092	0.8
<b>Total Other Expenses</b>		<b>164,731</b>	<b>134,387</b>	<b>135,479</b>	<b>1,092</b>	<b>0.8</b>
<b>Total 6310 Fleet Maintenance Fund</b>		<b>474,258</b>	<b>499,589</b>	<b>516,413</b>	<b>16,824</b>	<b>3.4</b>



**City of Dover**  
**Fiscal Year 2004 Budget**  
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**Appropriations**  
**Summary by Object Code**

**6800 Workers Compensation Fund**

Account	Description	Prior Year Actual	Current Year Budget	City Mgr Proposed	Dollar Change	% Chng
<b>Personal Services</b>						
4120	Temporary Employees	338	0	0	0	0.0
4260	Workers Comp Insurance	34,544	33,000	60,000	27,000	81.8
4261	Worker's Comp Claims	(144,254)	210,000	225,000	15,000	7.1
	<b>Total Personal Services</b>	<b>(109,372)</b>	<b>243,000</b>	<b>285,000</b>	<b>42,000</b>	<b>17.3</b>
<b>Purchased Services</b>						
4312	Management Services	40,998	28,000	28,000	0	0.0
4334	Legal Services	3,718	0	0	0	0.0
4335	Auditing Services	353	372	545	173	46.5
4336	Medical Services	121,196	0	0	0	0.0
	<b>Total Purchased Services</b>	<b>166,265</b>	<b>28,372</b>	<b>28,545</b>	<b>173</b>	<b>0.6</b>
<b>Supplies</b>						
4612	Operating Supplies	615	0	0	0	0.0
	<b>Total Supplies</b>	<b>615</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>
<b>Other Expenses</b>						
4810	Membership Dues	0	0	0	0	0.0
4819	Fees & Charges	16,580	6,628	6,455	(173)	(2.6)
4840	Contingency	0	58,000	50,000	(8,000)	(13.8)
	<b>Total Other Expenses</b>	<b>16,580</b>	<b>64,628</b>	<b>56,455</b>	<b>(8,173)</b>	<b>(12.6)</b>
<b>Total 6800 Workers Compensation Fund</b>		<b>74,089</b>	<b>336,000</b>	<b>370,000</b>	<b>34,000</b>	<b>10.1</b>

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**City of Dover**  
**Fiscal Year 2004 Budget**  
July 1, 2003 - June 30, 2004

**Estimated Revenue**  
**Summary by Fund**

Description	Prior Year Actual	Current Year Budget	City Mgr Proposed	Dollar Change	% Chng
<b>1000 General Fund</b>					
Taxes	35,585,882	38,613,335	41,528,367	2,915,032	7.5
Licenses & Permits	3,944,619	3,500,433	4,026,015	525,582	15.0
Intergovernmental	1,766,065	1,849,830	1,767,177	(82,653)	(4.5)
Charges for Services	1,030,024	1,059,473	1,149,371	89,898	8.5
Misc. Revenue	681,396	492,975	422,423	(70,552)	(14.3)
Education	10,757,937	11,731,122	11,638,738	(92,384)	(0.8)
Operating Transfers In	32,000	32,000	32,000	0	0.0
Other Financing Sources	0	250,000	250,000	0	0.0
<b>Total 1000 General Fund</b>	<b>53,797,923</b>	<b>57,529,168</b>	<b>60,814,091</b>	<b>3,284,923</b>	<b>5.7</b>
<b>2100 CDBG - Entitlement</b>					
Intergovernmental	347,289	442,000	434,000	(8,000)	(1.8)
Charges for Services	7,245	6,600	6,100	(500)	(7.6)
Misc. Revenue	3,993	0	0	0	0.0
Operating Transfers In	0	0	0	0	0.0
Other Financing Sources	9,196	0	0	0	0.0
<b>Total 2100 CDBG - Entitlement</b>	<b>367,723</b>	<b>448,600</b>	<b>440,100</b>	<b>(8,500)</b>	<b>(1.9)</b>
<b>2210 DOJ - Drug Ed &amp; Enforce</b>					
Intergovernmental	430,008	283,908	296,670	12,762	4.5
Misc. Revenue	0	0	0	0	100.0
Operating Transfers In	307,051	237,785	239,598	1,813	0.8
<b>Total 2210 DOJ - Drug Ed &amp; Enforce</b>	<b>737,059</b>	<b>521,693</b>	<b>536,268</b>	<b>14,575</b>	<b>2.8</b>
<b>2220 DHA - Policing</b>					
Intergovernmental	44,520	54,000	82,095	28,095	52.0
Operating Transfers In	0	23,050	0	(23,050)	(100.0)
<b>Total 2220 DHA - Policing</b>	<b>44,520</b>	<b>77,050</b>	<b>82,095</b>	<b>5,045</b>	<b>6.5</b>
<b>2250 Comm Substance Abuse Prev</b>					
Intergovernmental	64,284	78,612	0	(78,612)	(100.0)
<b>Total 2250 Comm Substance Abuse Prev</b>	<b>64,284</b>	<b>78,612</b>	<b>0</b>	<b>(78,612)</b>	<b>(100.0)</b>
<b>2290 Emergency Management</b>					
Intergovernmental	1,000	10,000	9,800	(200)	(2.0)
Operating Transfers In	12,803	10,000	9,800	(200)	(2.0)
<b>Total 2290 Emergency Management</b>	<b>13,803</b>	<b>20,000</b>	<b>19,600</b>	<b>(400)</b>	<b>(2.0)</b>
<b>2800 School Cafeteria Fund</b>					
Education	1,036,599	1,039,271	1,111,300	72,029	6.9
<b>Total 2800 School Cafeteria Fund</b>	<b>1,036,599</b>	<b>1,039,271</b>	<b>1,111,300</b>	<b>72,029</b>	<b>6.9</b>
<b>2820 School DOE Federal Grants</b>					
Education	1,976,366	2,275,765	2,635,000	359,235	15.8
<b>Total 2820 School DOE Federal Grants</b>	<b>1,976,366</b>	<b>2,275,765</b>	<b>2,635,000</b>	<b>359,235</b>	<b>15.8</b>
<b>2900 School Special Pgms &amp; Grants</b>					
Education	231,594	830,000	830,000	0	0.0
<b>Total 2900 School Special Pgms &amp; Grants</b>	<b>231,594</b>	<b>830,000</b>	<b>830,000</b>	<b>0</b>	<b>0.0</b>
<b>3213 Parking Activity Fund</b>					
Charges for Services	106,799	114,200	116,500	2,300	2.0
Misc. Revenue	137,508	158,663	151,577	(7,086)	(4.5)
Other Financing Sources	0	0	0	0	100.0
<b>Total 3213 Parking Activity Fund</b>	<b>244,307</b>	<b>272,863</b>	<b>268,077</b>	<b>(4,786)</b>	<b>(1.8)</b>
<b>3320 Residential Solid Waste</b>					
Charges for Services	665,052	704,639	686,000	(18,639)	(2.6)
Other Financing Sources	0	0	76,324	76,324	100.0
<b>Total 3320 Residential Solid Waste</b>	<b>665,052</b>	<b>704,639</b>	<b>762,324</b>	<b>57,685</b>	<b>8.2</b>

**City of Dover**  
**Fiscal Year 2004 Budget**  
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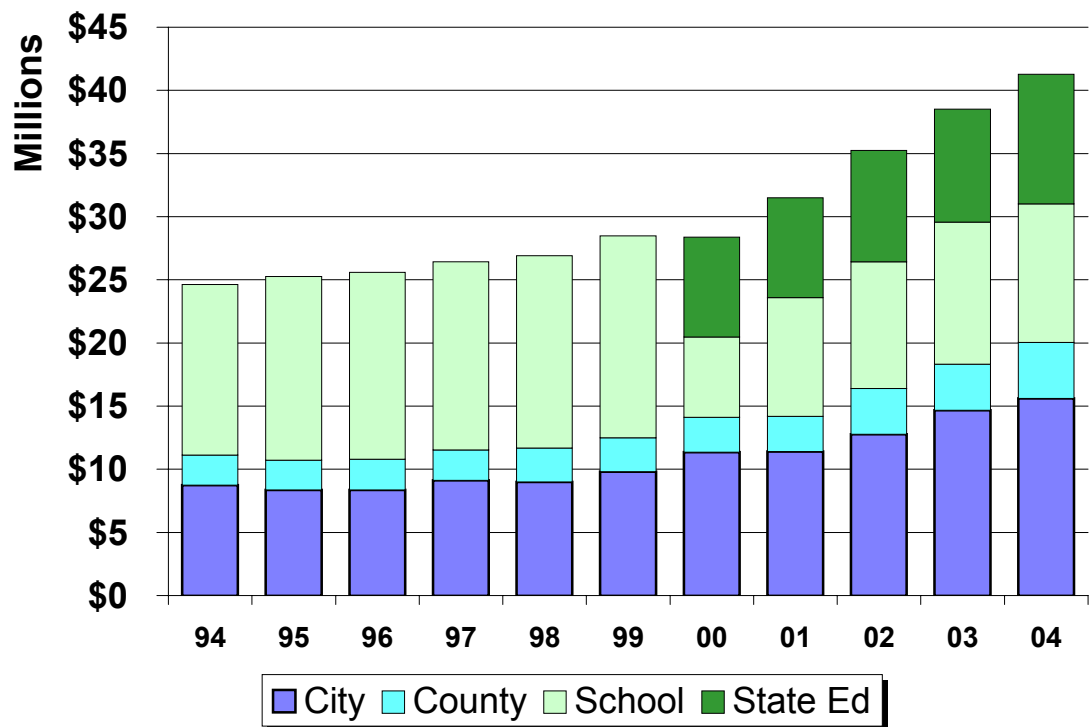
**Estimated Revenue  
 Summary by Fund**

Description	Prior Year Actual	Current Year Budget	City Mgr Proposed	Dollar Change	% Chng
<b>3455 Library Fines</b>					
Misc. Revenue	31,551	28,000	32,500	4,500	16.1
<b>Total 3455 Library Fines</b>	<b>31,551</b>	<b>28,000</b>	<b>32,500</b>	<b>4,500</b>	<b>16.1</b>
<b>3810 School Tuition Programs</b>					
Education	235,733	158,000	158,000	0	0.0
<b>Total 3810 School Tuition Programs</b>	<b>235,733</b>	<b>158,000</b>	<b>158,000</b>	<b>0</b>	<b>0.0</b>
<b>3825 Alternative Education Fund</b>					
Education	245,123	572,000	720,000	148,000	25.9
<b>Total 3810 School Tuition Programs</b>	<b>245,123</b>	<b>572,000</b>	<b>720,000</b>	<b>148,000</b>	<b>25.9</b>
<b>3830 School Facilities Fund</b>					
Education	93,709	70,000	75,000	5,000	7.1
<b>Total 3830 School Facilities Fund</b>	<b>93,709</b>	<b>70,000</b>	<b>75,000</b>	<b>5,000</b>	<b>7.1</b>
<b>5300 Water Fund</b>					
Charges for Services	2,217,796	2,302,187	2,634,986	332,799	14.5
Misc. Revenue	41,854	21,000	26,000	5,000	23.8
Operating Transfers In	400,000	0	0	0	0.0
Other Financing Sources	5,631	0	0	0	0.0
<b>Total 5300 Water Fund</b>	<b>2,665,281</b>	<b>2,323,187</b>	<b>2,660,986</b>	<b>337,799</b>	<b>14.5</b>
<b>5320 Sewer Fund</b>					
Licenses & Permits	62,467	0	0	0	0.0
Intergovernmental	565,334	512,554	459,062	(53,492)	(10.4)
Charges for Services	2,849,775	3,114,265	3,345,170	230,905	7.4
Misc. Revenue	83,903	31,000	31,000	0	0.0
Operating Transfers In	335,000	0	0	0	0.0
Other Financing Sources	5,516	0	0	0	0.0
<b>Total 5320 Sewer Fund</b>	<b>3,901,995</b>	<b>3,657,819</b>	<b>3,835,232</b>	<b>177,413</b>	<b>4.9</b>
<b>5500 Arena Fund</b>					
Charges for Services	703,767	916,278	1,136,398	220,120	24.0
Misc. Revenue	19,637	25,500	32,600	7,100	27.8
Operating Transfers In	0	100,000	0	(100,000)	(100.0)
Other Financing Sources	7,097	0	0	0	0.0
<b>Total 5500 Arena Fund</b>	<b>730,501</b>	<b>1,041,778</b>	<b>1,168,998</b>	<b>127,220</b>	<b>12.2</b>
<b>6100 DoverNet Fund</b>					
Charges for Services	203,568	251,268	253,079	1,811	0.7
Misc. Revenue	0	0	0	0	100.0
<b>Total 6100 DoverNet Fund</b>	<b>203,568</b>	<b>251,268</b>	<b>253,079</b>	<b>1,811</b>	<b>0.7</b>
<b>6110 Central Stores Fund</b>					
Charges for Services	65,517	66,330	62,000	(4,330)	(6.5)
<b>Total 6110 Central Stores Fund</b>	<b>65,517</b>	<b>66,330</b>	<b>62,000</b>	<b>(4,330)</b>	<b>(6.5)</b>
<b>6310 Fleet Maintenance Fund</b>					
Charges for Services	507,644	499,589	516,413	16,824	3.4
<b>Total 6310 Fleet Maintenance Fund</b>	<b>507,644</b>	<b>499,589</b>	<b>516,413</b>	<b>16,824</b>	<b>3.4</b>
<b>6800 Workers Compensation Fund</b>					
Charges for Services	335,242	336,000	370,000	34,000	10.1
<b>Total 6800 Workers Compensation Fund</b>	<b>335,242</b>	<b>336,000</b>	<b>370,000</b>	<b>34,000</b>	<b>10.1</b>
<b>Total for All Budgeted Funds</b>	<b>68,195,094</b>	<b>72,801,632</b>	<b>77,351,063</b>	<b>4,549,431</b>	<b>6.2</b>

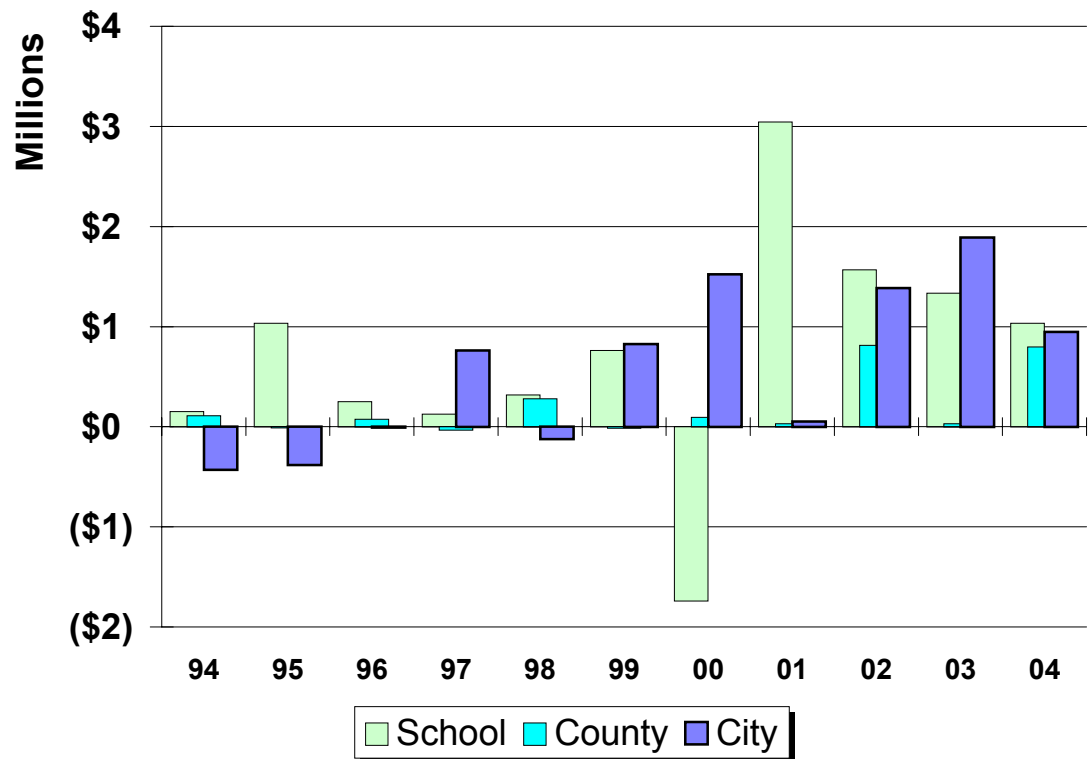
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# GENERAL FUND

## Property Tax Levies by Year

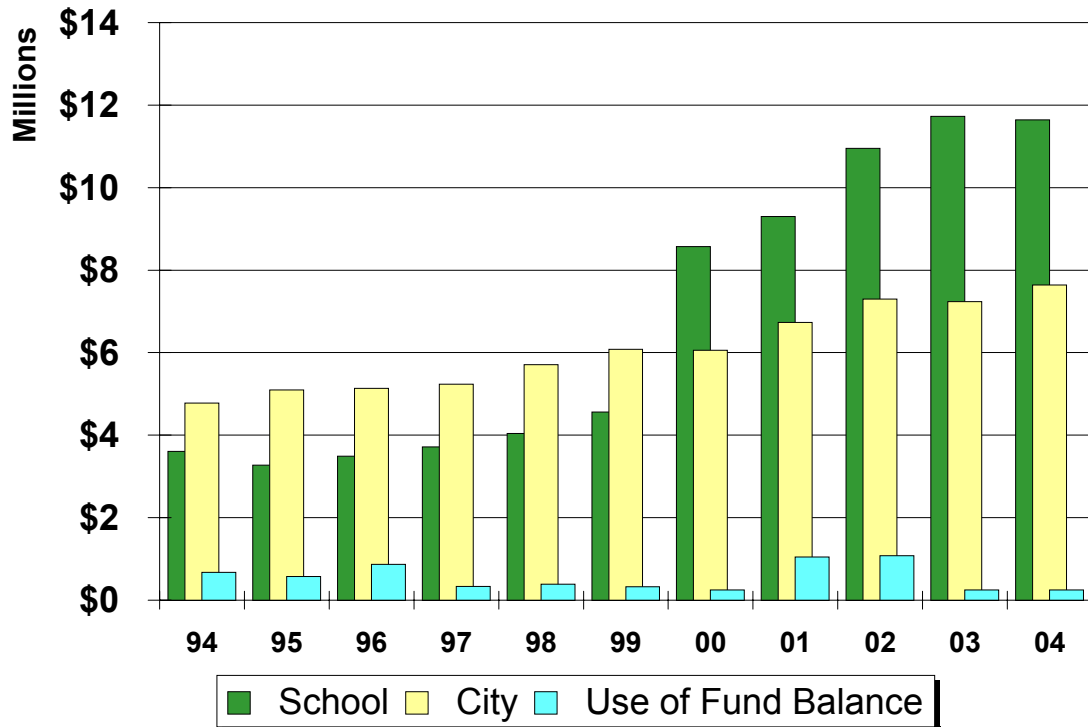


## Levy Change by Year

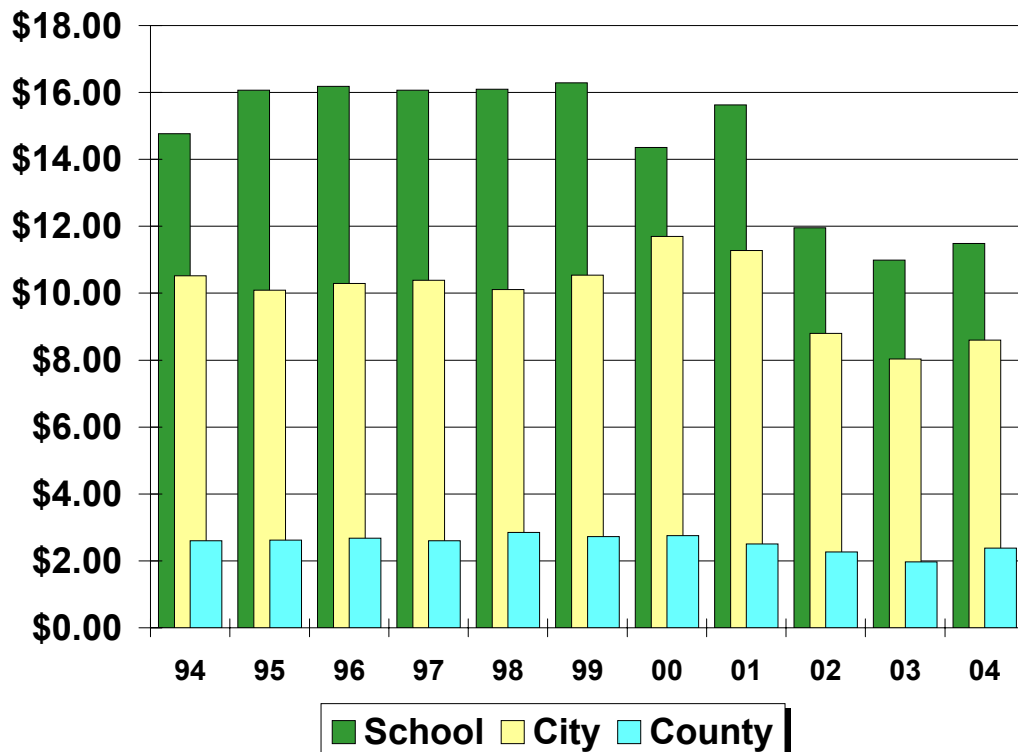


# GENERAL FUND

## Non-Property Tax Revenue by Year



## Property Tax Rate by Year



**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Estimated Revenue**

**1000 General Fund**

Funtion/Acct	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Taxes</b>						
41514 3110	Tax Collection      Property Taxes	35,301,454	38,310,525	41,286,357	41,286,357	7.8
	Taxes assessed per \$1,000 of value: Local City Property Tax Levy Local School Property Tax Levy State Ed Property Tax Levy Strafford County Property Tax Levy					15,612,080 10,956,472 10,275,476 4,442,329
41514 3119	Tax Collection      Property Taxes - Prior Year	(28,279)	0	0	0	0.0
41514 3184	Tax Collection      Boat Tax	23,328	15,000	15,000	15,000	0.0
	Boat Registration Taxes					15,000
41514 3185	Tax Collection      Yield Tax	3,279	2,000	2,000	2,000	0.0
	Taxes on timber cuts					2,000
41514 3186	Tax Collection      Payment In Lieu of Taxes	99,639	50,000	50,000	50,000	0.0
	Dover Housing Authority					50,000
41514 3187	Tax Collection      Excavation Tax	13,953	0	0	0	0.0
41514 3188	Tax Collection      Activity Tax	0	35,800	0	0	(100.0)
	Declared unconstitutional					
41514 3189	Tax Collection      National Bank Stock Tax	0	10	10	10	0.0
	Tax on National Bank Stock					10
41514 3190	Tax Collection      Tax Interest & Penalties	172,507	200,000	175,000	175,000	(12.5)
	Interest paid on late payment of taxes					175,000
<b>Total Taxes</b>		<b>35,585,882</b>	<b>38,613,335</b>	<b>41,528,367</b>	<b>41,528,367</b>	<b>7.5</b>
<b>Licenses &amp; Permits</b>						
42420 3211	Bldng Inspection      Health Licenses & Permits	15,590	15,000	20,000	20,000	33.3
	Yearly licenses and permits					20,000
41410 3212	City Clerk      Taxi Licenses	2,962	1,165	1,285	1,285	10.3
	Driver's License Taxi Cab License Operator's License Drivers Transfer Fee					52 @ 10.00 15 @ 30.00 3 @ 100.00 3 @ 5.00 520 450 300 15
41410 3213	City Clerk      Video And Arcade Licenses	1,925	1,460	1,940	1,940	32.9
	Video Arcade License					58 @ 30.00 2 @ 100.00 1,740 200



**City of Dover**  
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**Estimated Revenue**

**1000 General Fund**

<b>Funtion/Acct</b>	<b>Description</b>	<b>Prior Year Actual</b>	<b>Current Year Budget</b>	<b>Dept Request</b>	<b>City Mgr Proposed</b>	<b>% Chng</b>
41410 3214	City Clerk Peddlers & Vendors Lic	1,130	840	1,260	1,260	50.0
	Yearly Licenses	6	@ 200.00		1,200	
	Weekly Licenses	6	@ 10.00		60	
41514 3220	Tax Collection Motor Vehicle Permits	3,529,910	3,200,000	3,700,000	3,700,000	15.6
	Registration Fees related to vehicles				3,700,000	
42420 3231	Bldng Inspection Building Permits	265,616	170,000	175,000	175,000	2.9
	Based on \$5/\$1,000 of constr. cost				175,000	
42420 3232	Bldng Inspection Electrical Permits	50,105	45,000	50,000	50,000	11.1
	Electrical Permits				50,000	
42420 3234	Bldng Inspection Plumbing Permits	34,049	25,000	30,000	30,000	20.0
	\$4/fixture; \$10.00 minimum				30,000	
42420 3235	Bldng Inspection Trailer Park Permits	175	175	175	175	0.0
	Permits for parks				175	
41410 3291	City Clerk Dog Licenses	9,385	10,344	15,343	15,343	48.3
	Lic. Fee Altered M/F	233	@ 5.00		1,165	
	Lic. Fee Unaltered M/F	1,690	@ 7.50		12,675	
	Senior Citizens Dog Lic. Fees	201	@ 2.50		503	
	Dog License Late Fees				1,000	
41410 3293	City Clerk Marriage License Fees	2,132	2,184	2,058	2,058	(5.8)
	Application Fees	294	@ 7.00		2,058	
41410 3295	City Clerk Birth, Death & Marriage Certificate	20,953	22,215	21,769	21,769	(2.0)
	1st Copy of Certificate	3,673	@ 4.00		14,692	
	2nd Copy of Certificate	2,359	@ 3.00		7,077	
41410 3299	City Clerk Misc Licenses, Permits	290	290	240	240	(17.2)
	Pole Licenses	9	@ 10.00		90	
	Wetland	15	@ 10.00		150	
42110 3299	Police Admin Misc Licenses, Permits	7,800	6,760	6,945	6,945	2.7
	Alarm User Permits				6,445	
	Dance Licenses				450	
	Games of Chance				50	
42420 3299	Bldng Inspection Misc Licenses, Permits	2,599	0	0	0	0.0
<b>Total Licenses &amp; Permits</b>		<b>3,944,619</b>	<b>3,500,433</b>	<b>4,026,015</b>	<b>4,026,015</b>	<b>15.0</b>
<b>Intergovernmental</b>						
44410 3311	Human Serv - Admin Federal Grant Reimbrsmt	13,788	5,000	9,000	9,000	80.0

**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Estimated Revenue**

**1000 General Fund**

Funtion/Acct	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
	Social Security Interim Assistance				9,000	
42110 3341	Police Admin State Reimbursement	17,954	26,354	32,020	32,020	21.5
	Witness Fees				11,815	
	AG Task Force OT				20,205	
43240 3341	CS - Recycling Mgmt State Reimbursement	13,081	0	0	0	0.0
44410 3341	Human Serv - Admin State Reimbursement	1,802	8,000	4,000	4,000	(50.0)
	Reimbursement from State				4,000	
45141 3341	CS - Summer Camp State Reimbursement	265	230	0	0	(100.0)
41514 3351	Tax Collection Shared Rev Block Grant	600,243	600,243	600,243	600,243	0.0
	State allocation of Shared Revenue				600,243	
41514 3352	Tax Collection Rooms & Meals Distrib	700,511	782,060	700,511	700,511	(10.4)
	State allocation of Rooms & Meals income				700,511	
43111 3353	CS - Admin Highway Block Grant	418,420	422,046	420,299	420,299	(0.4)
	City's Share Block Grant for Highway				420,299	
41514 3359	Tax Collection Railroad Tax	0	5,897	1,104	1,104	(81.3)
	Railroad tax				1,104	
<b>Total Intergovernmental</b>		<b>1,766,065</b>	<b>1,849,830</b>	<b>1,767,177</b>	<b>1,767,177</b>	<b>(4.5)</b>
<b>Charges for Services</b>						
41410 3410	City Clerk Sales & Service Charges	5,812	4,680	8,010	8,010	71.2
	Boca Books	6 EA @	50.00		300	
	Ward & Street Maps	62 EA @	10.00		620	
	Passport Fees	168 EA @	30.00		5,040	
	Checklists, Street & Bus. Lists	27			990	
	Assorted Ordinance Sales	96			1,060	
41910 3410	Planning Sales & Service Charges	45,698	60,000	65,000	65,000	8.3
	Site Plans, Subdivisions and Plats				65,000	
42120 3410	Police Operations Sales & Service Charges	1,716	0	0	0	0.0
43112 3410	CS - Engineering Sales & Service Charges	28,201	28,530	31,825	31,825	11.5

**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Estimated Revenue**

**1000 General Fund**

Funtion/Acct	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
	Blueprints and Misc. Copies				275	
	Tax Maps - Full Size: \$3.00 each					
	Tax Maps Full Size (Sets): \$200.00					
	Tax Maps - Reduced: \$2.50 each					
	Tax Maps - Reduced (Sets): \$175.00					
	Plans less than 6 square feet: \$3.00					
	Large Base Plans: \$6.00 each					
	Topographical Maps \$10.00 each					
	Construction Inspections				20,000	
	Inspections fee: \$21.50 per hour					
	Septic Design Reviews	60	@ 20.00		1,500	
	Driveway Permits	100	@ 20.00		5,000	
	Paving Licenses	15	@ 2.00		50	
	Trench Inspections				5,000	
	Trench Inspection Fee: \$70/trench					
45120 3410	CS - Recr Pgm      Sales & Service Charges	41,351	55,905	63,815	63,815	14.1
	Fishing Derby				75	
	Arena Consulting Fee	12			6,000	
	Misc. Revenue				500	
	Fall Basketball	60	@ 40.00		2,400	
	On Track	30	@ 40.00		1,200	
	Basketball Camp	20	@ 69.00		1,380	
	Basketball Camp	40	@ 89.00		3,560	
	5th & 6th Grade Basketball-Travel		50.00			
	High School Girls Basketball	40	@ 15.00		600	
	Playground Memberships--Youth	150	@ 150.00		22,500	
	Playground Memberships--Teens	30	@ 150.00		4,500	
	Trip Fees				2,000	
	Tennis (10% of Contract)				700	
	Lil' Shots	120	@ 30.00		3,600	
	Midget Basketball	120	@ 35.00		4,200	
	5th & 6th Grade Basketball	75	@ 40.00		3,000	
	Jr. High Basketball--Boys	30	@ 40.00		1,200	
	Jr. High Basketball--Girls	25	@ 40.00		1,000	
	Northeast League	26	@ 50.00		1,300	
	Indoor Soccer	120	@ 30.00		3,600	
	Easter Egg Hunt				500	
45122 3410	CS - Butterfield Gym      Sales & Service Charges	7,492	8,880	9,100	9,100	2.5
	Vacation Camp	4	@ 90.00		360	
	Ski Trip	15	@ 240.00		3,600	
	Halloween				200	
	Vacation Camp	52	@ 95.00		4,940	
45124 3410	CS - Indoor Pool      Sales & Service Charges	1,796	3,850	3,850	3,850	0.0
	Goggles				3,000	
	Caps				500	
	Misc. Items				350	
45125 3410	CS - Thompson Pool      Sales & Service Charges	113	150	150	150	0.0

**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Estimated Revenue**

**1000 General Fund**

Funtion/Acct	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
	Goggles				100	
	Caps				25	
	Earplugs					
	Misc. Items				25	
45121 3410	CS - McConnell RecreationSales & Service Charges	0	0	14,780	14,780	100.0
	Aerobics				3,600	
	20 x 2.50 x 72					
	Boxing				1,080	
	6 x 2.50 x 72					
	Tae Kwan Do				9,600	
	40 x 2.50 x 96					
	Creative Programming	1	@ 500.00		500	
41910 3411	Planning Copy Sales	235	400	400	400	0.0
	Photocopy Sales				400	
45122 3412	CS - Butterfield Gym Vending Machine Sale	3,323	5,000	5,000	5,000	0.0
	Net Receipts of Beverage Machine				5,000	
45124 3412	CS - Indoor Pool Vending Machine Sale	3,239	2,700	2,700	2,700	0.0
	Vending Machine Sales				2,700	
45125 3412	CS - Thompson Pool Vending Machine Sale	586	1,000	1,000	1,000	0.0
	Vending Machine Sales				1,000	
45121 3412	CS - McConnell RecreationVending Machine Sale	0	0	1,200	1,200	100.0
	Net receipts of beverage machine	1	@ 1,200.00		1,200	
41410 3413	City Clerk Commissions	175	200	200	200	0.0
	Vending Machine & Pay Phone	1 EA	@ 200.00		200	
42110 3413	Police Admin Commissions	10	28	12	12	(57.1)
	Payphone Commission				12	
42160 3424	Police Sp Details Outside Services	109,739	113,916	140,064	140,064	23.0
	Reimbursement for Outside Services				140,064	
	Reimbursement from contractors for services of Police Officers plus 20% to cover fringe benefits.					
42210 3425	F&R Admin Ambulance Services	336,819	350,000	360,000	360,000	2.9
	Billing for Ambulance Services				360,000	
41951 3432	CS - Cemetery Interment Charge	30,000	38,200	38,200	38,200	0.0
	Summer - Regular	41 EA	@ 400.00		16,400	
	Winter - Regular	27 EA	@ 600.00		16,200	
	Cremations - Summer	22 EA	@ 200.00		4,400	
	Cremations - Winter	4 EA	@ 300.00		1,200	

**City of Dover**  
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 July 1, 2003 - June 30, 2004

**Estimated Revenue**

**1000 General Fund**

<u>Funtion/Acct</u>	<u>Description</u>	<u>Prior Year Actual</u>	<u>Current Year Budget</u>	<u>Dept Request</u>	<u>City Mgr Proposed</u>	<u>% Chng</u>
41951 3434	CS - Cemetery      Headstone Foundations	6,571	5,000	5,000	5,000	0.0
	Headstone Foundation Construction				5,000	
45122 3442	CS - Butterfield Gym      Recreation Charge	15,870	32,733	29,918	29,918	(8.6)
	Corporate Memberships	10	@ 56.00		560	
	Specialty Camps				550	
	Music/Camps				5,000	
	Punch Tickets				500	
	Daily Admission Resident Adult	1,700	@ 3.50		5,950	
	Daily Admission Resident Youth	750	@ 2.00		1,500	
	Daily Admission Resident Senior	35	@ 2.00		70	
	Daily Admission Non-resident Adult	150	@ 4.50		675	
	Daily Admission Non-resident Youth	25	@ 2.50		63	
	Daily Admission Non-resident Senior	10	@ 2.50		25	
	Membership Resident Adult	70	@ 75.00		5,250	
	Membership Resident Youth	50	@ 20.00		1,000	
	Membership Resident Senior	5	@ 40.00		200	
	Membership Non-resident Adult	15	@ 100.00		1,500	
	Membership Non-resident Youth	10	@ 35.00		350	
	Membership Non-resident Senior	5	@ 60.00		300	
	Aerobics Lessons/Programs				2,000	
	Misc. Activity Programs/Boxing				2,500	
	Creative Programming	55	@ 35.00		1,925	
45124 3442	CS - Indoor Pool      Recreation Charge	96,890	86,665	90,075	90,075	3.9
	Corporate	10	@ 75.00		750	
	Private Lessons	43	@ 25.00		1,075	
	Membership Resident Senior	70	@ 50.00		3,500	
	Membership Non-resident Adult	70	@ 160.00		11,200	
	Membership Non-resident Youth	10	@ 75.00		750	
	Membership Non-resident Senior	45	@ 85.00		3,825	
	Lessons and Programs				38,000	
	Daily Admission Resident Adult	1,500	@ 3.50		5,250	
	Daily Admission Resident Youth	2,000	@ 2.00		4,000	
	Daily Admission Resident Senior	150	@ 2.00		300	
	Daily Admission Non-resident Adult	1,000	@ 4.50		4,500	
	Daily Admission Non-resident Youth	1,700	@ 2.50		4,250	
	Daily Admission Non-resident Senior	230	@ 2.50		575	
	Membership Resident Adult	100	@ 100.00		10,000	
	Membership Resident Youth	60	@ 35.00		2,100	
45125 3442	CS - Thompson Pool      Recreation Charge	19,701	17,515	18,135	18,135	3.5

**City of Dover**  
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**Estimated Revenue**

**1000 General Fund**

Funtion/Acct	Description	Prior Year Actual		Current Year Budget	Dept Request	City Mgr Proposed	% Chng
	Corporate	10	@	38.00		380	
	Daily Admissions Resident Adult	1,000	@	3.50		3,500	
	Daily Admissions Resident Youth	2,500	@	2.00		5,000	
	Daily Admissions Resident Senior	50	@	2.00		100	
	Daily Admission Non-resident Adult	350	@	4.50		1,575	
	Daily Admission Non-resident Youth	900	@	2.50		2,250	
	Daily Admission Non-resident Senior	20	@	2.50		50	
	Membership Resident Adult	25	@	50.00		1,250	
	Membership Resident Youth	40	@	25.00		1,000	
	Membership Resident Senior	10	@	25.00		250	
	Membership Non-resident Adult	15	@	60.00		900	
	Membership Non-resident Youth	10	@	30.00		300	
	Membership Non-resident Senior	8	@	35.00		280	
	Lessons and Programs					1,300	
45141 3442	CS - Summer Camp Recreation Charge	32,231		34,440	38,655	38,655	12.2
	Busing	25	@	15.00		375	
	Campers--8 Weeks	360	@	100.00		36,000	
	Campers--8 Weeks	24	@	95.00		2,280	
45121 3442	CS - McConnell Recreation Recreation Charge	0		0	2,050	2,050	100.0
	Misc.	25	@	50.00		1,250	
		50	@	12.00		600	
		10	@	20.00		200	
45500 3443	Public Library Non-Resident Charge	19,053		17,520	17,985	17,985	2.7
	Non-resident fee--family membership	155 YR	@	100.00		15,500	
	Non-resident fee--senior citizens	35 YR	@	71.00		2,485	
43111 3480	CS - Admin Dept Overhead Allocations	161,490		161,490	163,717	163,717	1.4
	Community Service Director					45,472	
	CS Superintendent					43,577	
	F&G - Superintendent					35,541	
	CS Executive Assistant					22,961	
	CS Admin Secretary					16,166	
45110 3480	CS - Rec Admin Dept Overhead Allocations	31,900		6,000	6,080	6,080	1.3
	Overhead charges for:						
	Recreation Program Director					5,000	
	CS Director					1,080	
41410 3490	City Clerk Misc Service Charges	13,515		7,584	15,220	15,220	100.7

**City of Dover**  
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**Estimated Revenue**

**1000 General Fund**

Funtion/Acct	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
	UCC Copies	158 EA @	1.00		158	
	Tax Liens - Auto Deposit	24 EA @	15.00		360	
	Auto Deposit					
	UCC Filings	657 EA @	15.00		9,855	
	UCC Searches	65 EA @	10.00		650	
	Lamination Fees	1,180 EA @	1.00		1,180	
	Notary Fees	860 EA @	2.00		1,720	
	Articles of Agreement	12 EA @	5.00		60	
	Voter Cards & City Seal	49 EA @	3.00		147	
	Photocopy Fees	230 EA @	0.50		115	
	VSX, VSCR	65 EA @	15.00		975	
42110 3490	Police Admin Misc Service Charges	9,897	8,743	8,886	8,886	1.6
	Copy Machine Fees				7,716	
	Record Check Fees				10	
	Fingerprints				440	
	Photos				720	
42210 3490	F&R Admin Misc Service Charges	3,629	2,200	2,200	2,200	0.0
	Fire Reports				2,200	
	Rollinsford Fire Dept. - Dispatch Service					
42420 3490	Bldng Inspection Misc Service Charges	2,917	6,000	6,000	6,000	0.0
	Misc. Permits, including ZBA				6,000	
45500 3490	Public Library Misc Service Charges	57	144	144	144	0.0
	15% Share of Coin-Operated Copier				144	
	Copy machine is owned by Statler Co., who supply service and supplies. Library gets 2,000 free copies per month.					
<b>Total Charges for Services</b>		<b>1,030,024</b>	<b>1,059,473</b>	<b>1,149,371</b>	<b>1,149,371</b>	<b>8.5</b>
<b>Misc. Revenue</b>						
41514 3521	Tax Collection District Court Receipts	23,698	25,000	25,000	25,000	0.0
	Receipts from District Court				25,000	
41410 3529	City Clerk Misc Fines & Forfeits	2,300	3,200	4,000	4,000	25.0
	Dog Fines	160 EA @	25.00		4,000	
41941 3529	Gen Gov't Buildings Misc Fines & Forfeits	31,553	0	0	0	0.0
42110 3529	Police Admin Misc Fines & Forfeits	6,866	9,120	7,802	7,802	(14.5)
	Dog Officer Fines				1,250	
	False Alarm Fees				6,552	
45120 3593	CS - Recr Pgm Fund Raising	3,719	4,100	3,950	3,950	(3.7)

**City of Dover**  
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**Estimated Revenue**

**1000 General Fund**

<u>Funtion/Acct</u>	<u>Description</u>	<u>Prior Year Actual</u>	<u>Current Year Budget</u>	<u>Dept Request</u>	<u>City Mgr Proposed</u>	<u>% Chng</u>
	Tyke League Sponsors	8	@ 125.00		1,000	
	Playground Carnival				1,000	
	Teen Dance				350	
	Teen Car Wash				100	
	Fourth of July				1,000	
	Misc. Fundraising				500	
41514 3595	Tax Collection Variances	75	0	0	0	0.0
41511 3599	Finance Misc Revenue	0	0	200	200	100.0
	Sale of Bid Plans, Specs & Listings				200	
41513 3599	Tax Assessment Misc Revenue	0	0	3,600	3,600	100.0
	Sale of Tax Cards and Lists				3,600	
41514 3599	Tax Collection Misc Revenue	49,293	5,000	5,000	5,000	0.0
	Revenue not otherwise anticipated				5,000	
42110 3599	Police Admin Misc Revenue	0	200	1,068	1,068	434.0
	Other Misc. Revenue				1,068	
43180 3599	CS - Fac & Gr Misc Revenue	39,287	0	0	0	0.0
44410 3599	Human Serv - Admin Misc Revenue	6,189	7,000	7,000	7,000	0.0
	Client Repayment				7,000	
	Liens, Recovery from Other Communities, Civil Suits, etc.					
41511 3610	Finance Investment Income	360,256	300,000	225,000	225,000	(25.0)
	Interest earned on investments				225,000	
42420 3611	Bldng Inspection Interest on Arrears	0	0	0	0	0.0
41410 3621	City Clerk Sale of City Property	2,398	2,054	2,127	2,127	3.6
	Sale of City Souvenirs:					
	Sweatshirts	2 EA @	15.00		30	
	City Maps	83 EA @	1.00		83	
	T-Shirts	25 EA @	10.00		250	
	Mugs	20 EA @	6.00		120	
	Cards, Magnets, Bulky Item Tags	438 EA @	3.00		1,314	
	Various Charges					
	Hats	20 EA @	9.00		180	
	Bricks	2 EA @	75.00		150	
41514 3621	Tax Collection Sale of City Property	10,095	5,000	2,500	2,500	(50.0)
	Sale of surplus property				2,500	



**City of Dover**  
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**Estimated Revenue**

**1000 General Fund**

Funtion/Acct	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
41951 3621	CS - Cemetery      Sale of City Property	15,470	23,830	23,830	23,830	0.0
	Sale of Lots	70 EA @	225.00		15,750	
	Sale of Cremation Lots	20 EA @	404.00		8,080	
43240 3621	CS - Recycling Mgmt      Sale of City Property	2,319	0	0	0	0.0
41410 3631	City Clerk      Facilities Rental	11,821	9,600	11,905	11,905	24.0
	Rental of City Hall Auditorium	113			11,905	
41514 3631	Tax Collection      Facilities Rental	46,152	27,111	21,801	21,801	(19.6)
	Lease of Cocheco Falls Dam - 1st half				5,000	
	Lease of Cocheco Falls Dam - 2nd half				15,000	
	Rent from Group Home	1 YR @	1,800.00		1,800	
	Communication Development	1 YR @	1.00		1	
45122 3631	CS - Butterfield Gym      Facilities Rental	4,573	4,440	4,440	4,440	0.0
	Room Rentals	22 @	20.00		440	
	Court Rentals	80 @	50.00		4,000	
45124 3631	CS - Indoor Pool      Facilities Rental	52,336	43,450	46,850	46,850	7.8
	Dive Well	10 @	25.00		250	
	Lane Rentals	20 @	15.00		300	
	Seacoast Swim Assoc. - 670 hours	670 HR @	60.00		40,200	
	Dive Well	20 HR @	15.00		300	
	High School Teams	40 HR @	55.00		2,200	
	Misc. Rentals	60 HR @	60.00		3,600	
45125 3631	CS - Thompson Pool      Facilities Rental	12,522	20,735	23,350	23,350	12.6
	Lane Rentals	30 @	20.00		600	
	Seacoast Swim Assoc.	280 HR @	50.00		14,000	
	Swim Meet - 3 days	3 DA @	800.00		2,400	
	Swim Meet - 3 days	3 DA @	800.00		2,400	
	Swim Meet - 2 days	2 DA @	800.00		1,600	
	Pavilion	10 HR @	35.00		350	
	Misc. Rentals	25 HR @	80.00		2,000	
45122 3632	CS - Butterfield Gym      Equipment Rental	475	135	0	0	(100.0)
45124 3632	CS - Indoor Pool      Equipment Rental	0	3,000	3,000	3,000	0.0
	Annual Rentals	100 EA @	30.00		3,000	
<b>Total Misc. Revenue</b>		<b>681,396</b>	<b>492,975</b>	<b>422,423</b>	<b>422,423</b>	<b>(14.3)</b>
<b>Education</b>						
46900 3700	Education      Education Revenue	10,757,937	11,731,122	11,638,738	11,638,738	(0.8)

**City of Dover**  
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**Estimated Revenue**

**1000 General Fund**

<b>Funtion/Acct</b>	<b>Description</b>	<b>Prior Year Actual</b>	<b>Current Year Budget</b>	<b>Dept Request</b>	<b>City Mgr Proposed</b>	<b>% Chng</b>
	Kindergarten Aid					
	Adequate Education Grant				5,139,549	
	Tuition				5,349,537	
	Other Local Sources				12,000	
	Catastrophic Aid				160,000	
	Medicaid				150,000	
	Area Vocation School				379,664	
	PL874					
	School Building Aid				447,988	
<b>Total Education</b>		<b>10,757,937</b>	<b>11,731,122</b>	<b>11,638,738</b>	<b>11,638,738</b>	<b>(0.8)</b>
<b>Operating Transfers In</b>						
41951 3918 CS - Cemetery	Transfer From Trust Fund	32,000	32,000	32,000	32,000	0.0
	Transfer from Perpetual Care Trust Funds				32,000	
<b>Total Operating Transfers In</b>		<b>32,000</b>	<b>32,000</b>	<b>32,000</b>	<b>32,000</b>	<b>0.0</b>
<b>Other Financing Sources</b>						
41514 3999 Tax Collection	Budgetary Use of Fund Balance	0	250,000	250,000	250,000	0.0
	Amount of Fund Balance Used to offset Property Taxes				250,000	
<b>Total Other Financing Sources</b>		<b>0</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>	<b>0.0</b>
<b>Total 1000 General Fund</b>		<b>53,797,923</b>	<b>57,529,168</b>	<b>60,814,091</b>	<b>60,814,091</b>	<b>5.7</b>

**City of Dover**  
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**Estimated Revenue**

**2100 CDBG - Entitlement**

<u>Funtion/Acct</u>	<u>Description</u>	<u>Prior Year Actual</u>	<u>Current Year Budget</u>	<u>Dept Request</u>	<u>City Mgr Proposed</u>	<u>% Chng</u>
<b><i>Intergovernmental</i></b>						
46311 3311	CDBG Admin Federal Grant Reimbrsmt	0	0	434,000	434,000	100.0
	Reimbursement from Federal Gov't				434,000	
<b><i>Total Intergovernmental</i></b>		<b>0</b>	<b>0</b>	<b>434,000</b>	<b>434,000</b>	<b>100.0</b>
<b><i>Charges for Services</i></b>						
46311 3421	CDBG Admin Parking Income	0	0	6,100	6,100	100.0
	School Street Lot Lease				6,100	
<b><i>Total Charges for Services</i></b>		<b>0</b>	<b>0</b>	<b>6,100</b>	<b>6,100</b>	<b>100.0</b>
<b>Total 2100 CDBG - Entitlement</b>		<b>0</b>	<b>0</b>	<b>440,100</b>	<b>440,100</b>	<b>100.0</b>

**City of Dover**  
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**Estimated Revenue**

**2210 DOJ - Drug Ed & Enforce**

<b>Funtion/Acct</b>	<b>Description</b>	<b>Prior Year Actual</b>	<b>Current Year Budget</b>	<b>Dept Request</b>	<b>City Mgr Proposed</b>	<b>% Chng</b>
<b>2302 Police - Dover Drug Task Force</b>						
<b><i>Intergovernmental</i></b>						
42150 3311	Police Support Federal Grant Reimbrsmt	0	0	87,977	87,977	100.0
	Federal Grant Reimbursement				87,977	
	<b><i>Total Intergovernmental</i></b>	<b>0</b>	<b>0</b>	<b>87,977</b>	<b>87,977</b>	<b>100.0</b>
<b><i>Operating Transfers In</i></b>						
42150 3911	Police Support Transfer From General Fund	0	0	84,840	83,481	100.0
	Transfer from General Fund				83,481	
	<b><i>Total Operating Transfers In</i></b>	<b>0</b>	<b>0</b>	<b>84,840</b>	<b>83,481</b>	<b>100.0</b>
	<b>Total Police - Dover Drug Task Force</b>	<b>0</b>	<b>0</b>	<b>172,817</b>	<b>171,458</b>	<b>100.0</b>
<b>2303 Police - Dover Police Outreach</b>						
<b><i>Intergovernmental</i></b>						
42120 3311	Police Operations Federal Grant Reimbrsmt	0	0	18,000	18,000	100.0
	Federal Grant Reimbursement				18,000	
	<b><i>Total Intergovernmental</i></b>	<b>0</b>	<b>0</b>	<b>18,000</b>	<b>18,000</b>	<b>100.0</b>
<b><i>Operating Transfers In</i></b>						
42120 3911	Police Operations Transfer From General Fund	0	0	55,555	54,968	100.0
	Transfer from General Fund				54,968	
	<b><i>Total Operating Transfers In</i></b>	<b>0</b>	<b>0</b>	<b>55,555</b>	<b>54,968</b>	<b>100.0</b>
	<b>Total Police - Dover Police Outreach</b>	<b>0</b>	<b>0</b>	<b>73,555</b>	<b>72,968</b>	<b>100.0</b>
<b>2304 Police - Community Policing</b>						
<b><i>Intergovernmental</i></b>						
42120 3311	Police Operations Federal Grant Reimbrsmt	0	0	31,250	31,250	100.0
	Federal Grant Reimbursement				31,250	
	<b><i>Total Intergovernmental</i></b>	<b>0</b>	<b>0</b>	<b>31,250</b>	<b>31,250</b>	<b>100.0</b>
<b><i>Operating Transfers In</i></b>						
42120 3911	Police Operations Transfer From General Fund	0	0	76,003	75,183	100.0
	Transfer from General Fund				75,183	
	<b><i>Total Operating Transfers In</i></b>	<b>0</b>	<b>0</b>	<b>76,003</b>	<b>75,183</b>	<b>100.0</b>
	<b>Total Police - Community Policing</b>	<b>0</b>	<b>0</b>	<b>107,253</b>	<b>106,433</b>	<b>100.0</b>
<b>2310 Police - Mentoring Grant</b>						
<b><i>Intergovernmental</i></b>						
42150 3311	Police Support Federal Grant Reimbrsmt	0	0	48,859	48,859	100.0

**City of Dover**  
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**Estimated Revenue**

**2210 DOJ - Drug Ed & Enforce**

Funtion/Acct	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
	Federal Grant Reimbursement				48,859	
	<b>Total Intergovernmental</b>	<b>0</b>	<b>0</b>	<b>48,859</b>	<b>48,859</b>	<b>100.0</b>
	<b>Operating Transfers In</b>					
42150 3911	Police Support      Transfer From General Fund	0	0	8,205	7,762	100.0
	Transfer from General Fund				7,762	
	<b>Total Operating Transfers In</b>	<b>0</b>	<b>0</b>	<b>8,205</b>	<b>7,762</b>	<b>100.0</b>
	<b>Total Police - Mentoring Grant</b>	<b>0</b>	<b>0</b>	<b>57,064</b>	<b>56,621</b>	<b>100.0</b>

**2317 Police - Victim/Witness Advocate**

**Intergovernmental**

42120 3311	Police Operations      Federal Grant Reimbrsmt	0	0	8,000	8,000	100.0
	Reimbursement from Federal Agency				8,000	
	<b>Total Intergovernmental</b>	<b>0</b>	<b>0</b>	<b>8,000</b>	<b>8,000</b>	<b>100.0</b>
	<b>Operating Transfers In</b>					
42120 3911	Police Operations      Transfer From General Fund	0	0	8,609	8,447	100.0
	Transfer from General Fund				8,447	
	<b>Total Operating Transfers In</b>	<b>0</b>	<b>0</b>	<b>8,609</b>	<b>8,447</b>	<b>100.0</b>
	<b>Total Police - Victim/Witness Advocate</b>	<b>0</b>	<b>0</b>	<b>16,609</b>	<b>16,447</b>	<b>100.0</b>

**2318 Police - COPS in School**

**Intergovernmental**

42120 3311	Police Operations      Federal Grant Reimbrsmt	0	0	41,600	41,600	100.0
	Reimbursement from Federal Agency				41,600	
	<b>Total Intergovernmental</b>	<b>0</b>	<b>0</b>	<b>41,600</b>	<b>41,600</b>	<b>100.0</b>
	<b>Operating Transfers In</b>					
42120 3911	Police Operations      Transfer From General Fund	0	0	10,164	9,757	100.0
	Local Match				9,757	
	<b>Total Operating Transfers In</b>	<b>0</b>	<b>0</b>	<b>10,164</b>	<b>9,757</b>	<b>100.0</b>
	<b>Total Police - COPS in School</b>	<b>0</b>	<b>0</b>	<b>51,764</b>	<b>51,357</b>	<b>100.0</b>

**2327 Police - Drug Free Communities**

**Intergovernmental**

42120 3311	Police Operations      Federal Grant Reimbrsmt	0	0	61,506	60,984	100.0
	Federal Grant Reimbursement				60,984	
	<b>Total Intergovernmental</b>	<b>0</b>	<b>0</b>	<b>61,506</b>	<b>60,984</b>	<b>100.0</b>

***City of Dover***  
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**Estimated Revenue**

**2210 DOJ - Drug Ed & Enforce**

<u>Funtion/Acct</u>	<u>Description</u>	<u>Prior Year Actual</u>	<u>Current Year Budget</u>	<u>Dept Request</u>	<u>City Mgr Proposed</u>	<u>% Chng</u>
	<b>Total Police - Drug Free Communities</b>	<u>0</u>	<u>0</u>	<u>61,506</u>	<u>60,984</u>	<u>100.0</u>
<b>Total 2210</b>	<b>DOJ - Drug Ed &amp; Enforce</b>	<u>0</u>	<u>0</u>	<u>540,568</u>	<u>536,268</u>	<u>100.0</u>

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**Estimated Revenue**

**2220 DHA - Policing**

<u>Funtion/Acct</u>	<u>Description</u>	<u>Prior Year Actual</u>	<u>Current Year Budget</u>	<u>Dept Request</u>	<u>City Mgr Proposed</u>	<u>% Chng</u>
<b>2305</b>	<b>Police - Dover DHA Policing</b>					
	<b><i>Intergovernmental</i></b>					
42120 3390	Police Operations Misc Intergovernmental	0	0	82,681	82,095	100.0
	Payment from Dover Housing Authority				82,095	
	<b><i>Total Intergovernmental</i></b>	<b>0</b>	<b>0</b>	<b>82,681</b>	<b>82,095</b>	<b>100.0</b>
	<b><i>Operating Transfers In</i></b>					
42120 3911	Police Operations Transfer From General Fund	0	0	0	0	0.0
	Local Match					
	<b><i>Total Operating Transfers In</i></b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>
	<b>Total Police - Dover DHA Policing</b>	<b>0</b>	<b>0</b>	<b>82,681</b>	<b>82,095</b>	<b>100.0</b>
	<b>Total 2220 DHA - Policing</b>	<b>0</b>	<b>0</b>	<b>82,681</b>	<b>82,095</b>	<b>100.0</b>

**City of Dover**  
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**Estimated Revenue**

**2290 Emergency Management**

<u>Funtion/Acct</u>	<u>Description</u>	<u>Prior Year Actual</u>	<u>Current Year Budget</u>	<u>Dept Request</u>	<u>City Mgr Proposed</u>	<u>% Chng</u>
<b><i>Intergovernmental</i></b>						
42230 3311	F&R Prevention Federal Grant Reimbrsmt	0	0	9,800	9,800	100.0
	Federal Grant Reimbursement				9,800	
<b><i>Total Intergovernmental</i></b>		<b>0</b>	<b>0</b>	<b>9,800</b>	<b>9,800</b>	<b>100.0</b>
<b><i>Operating Transfers In</i></b>						
42230 3911	F&R Prevention Transfer From General Fund	0	0	9,800	9,800	100.0
	Misc. Intergovernmental Transfer				9,800	
<b><i>Total Operating Transfers In</i></b>		<b>0</b>	<b>0</b>	<b>9,800</b>	<b>9,800</b>	<b>100.0</b>
<b>Total 2290 Emergency Management</b>		<b>0</b>	<b>0</b>	<b>19,600</b>	<b>19,600</b>	<b>100.0</b>



**City of Dover**  
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**Estimated Revenue**

**2800 School Cafeteria Fund**

<b>Funtion/Acct</b>	<b>Description</b>	<b>Prior Year Actual</b>	<b>Current Year Budget</b>	<b>Dept Request</b>	<b>City Mgr Proposed</b>	<b>% Chng</b>
<b><i>Intergovernmental</i></b>						
46900 3311	Education Federal Grant Reimbrsmt	214,983	0	0	0	0.0
46900 3312	Education Commodities Received	23,547	0	0	0	0.0
46900 3341	Education State Reimbursement	52,791	0	0	0	0.0
<b><i>Total Intergovernmental</i></b>		<b>291,321</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>
<b><i>Charges for Services</i></b>						
46900 3410	Education Sales & Service Charges	745,278	0	0	0	0.0
<b><i>Total Charges for Services</i></b>		<b>745,278</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>
<b><i>Education</i></b>						
46900 3700	Education Education Revenue	0	1,039,271	1,111,300	1,111,300	6.9
All sources of revenue					1,111,300	
<b><i>Total Education</i></b>		<b>0</b>	<b>1,039,271</b>	<b>1,111,300</b>	<b>1,111,300</b>	<b>6.9</b>
<b>Total 2800 School Cafeteria Fund</b>		<b>1,036,599</b>	<b>1,039,271</b>	<b>1,111,300</b>	<b>1,111,300</b>	<b>6.9</b>

**City of Dover**  
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**Estimated Revenue**

**2820 School - DOE Federal Grants**

<u>Funtion/Acct</u>	<u>Description</u>	<u>Prior Year Actual</u>	<u>Current Year Budget</u>	<u>Dept Request</u>	<u>City Mgr Proposed</u>	<u>% Chng</u>
<b><i>Intergovernmental</i></b>						
46900 3311	Education Federal Grant Reimbrsmt	0	0	2,635,000	2,635,000	100.0
	Reimbursement from Federal Gov't				2,635,000	
<b><i>Total Intergovernmental</i></b>		<b>0</b>	<b>0</b>	<b>2,635,000</b>	<b>2,635,000</b>	<b>100.0</b>
<b>Total 2820 School - DOE Federal Grants</b>		<b>0</b>	<b>0</b>	<b>2,635,000</b>	<b>2,635,000</b>	<b>100.0</b>

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**Estimated Revenue**

**2900 School Special Pgms & Grants**

<u>Funtion/Acct</u>	<u>Description</u>	<u>Prior Year Actual</u>	<u>Current Year Budget</u>	<u>Dept Request</u>	<u>City Mgr Proposed</u>	<u>% Chng</u>
<b><i>Intergovernmental</i></b>						
46900 3311	Education Federal Grant Reimbrsmt	0	680,000	680,000	680,000	0.0
	Voc Cntr				680,000	
46900 3311	Education Federal Grant Reimbrsmt	25,192	150,000	150,000	150,000	0.0
	Reimbursement from Federal Gov't				150,000	
<b><i>Total Intergovernmental</i></b>		<b>25,192</b>	<b>830,000</b>	<b>830,000</b>	<b>830,000</b>	<b>0.0</b>
<b><i>Misc. Revenue</i></b>						
46900 3599	Education Misc Revenue	187,627	0	0	0	0.0
46900 3599	Education Misc Revenue	18,775	0	0	0	0.0
	Misc revenue					
<b><i>Total Misc. Revenue</i></b>		<b>206,402</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>
<b>Total 2900 School Special Pgms &amp; Grants</b>		<b>231,594</b>	<b>830,000</b>	<b>830,000</b>	<b>830,000</b>	<b>0.0</b>

**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Estimated Revenue**

**3213 Parking Activity Fund**

Funtion/Acct	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Charges for Services</b>						
42130 3421	Police Traffic      Parking Income	106,799	114,200	116,500	116,500	2.0
	Meters:					
	Belknap Lot				7,200	
	Orchard Street Lot				21,500	
	Monthly permits and leases:					
	First Street				21,500	
	Second Street				1,700	
	Orchard Street				45,200	
	Library Lot				2,600	
	Water Street				4,800	
	River Street				12,000	
	<b>Total Charges for Services</b>	<b>106,799</b>	<b>114,200</b>	<b>116,500</b>	<b>116,500</b>	<b>2.0</b>
<b>Misc. Revenue</b>						
42130 3525	Police Traffic      Parking Fines	137,508	158,663	151,577	151,577	(4.5)
	Parking Tickets & Violation Notices				151,577	
	<b>Total Misc. Revenue</b>	<b>137,508</b>	<b>158,663</b>	<b>151,577</b>	<b>151,577</b>	<b>(4.5)</b>
<b>Total 3213</b>	<b>Parking Activity Fund</b>	<b>244,307</b>	<b>272,863</b>	<b>268,077</b>	<b>268,077</b>	<b>(1.8)</b>

**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Estimated Revenue**

**3320 Residential Solid Waste**

<u>Funtion/Acct</u>	<u>Description</u>	<u>Prior Year Actual</u>	<u>Current Year Budget</u>	<u>Dept Request</u>	<u>City Mgr Proposed</u>	<u>% Chng</u>
<b>Charges for Services</b>						
43230 3410	CS - Waste Mgmt      Sales & Service Charges	665,052	699,639	681,000	681,000	(2.7)
	Sale of Waste Bags, Tags				681,000	
43230 3490	CS - Waste Mgmt      Misc Service Charges	0	5,000	5,000	5,000	0.0
	Service charges, fines and penalties				5,000	
<b>Total Charges for Services</b>		<b>665,052</b>	<b>704,639</b>	<b>686,000</b>	<b>686,000</b>	<b>(2.6)</b>
<b>Other Financing Sources</b>						
43230 3999	CS - Waste Mgmt      Budgetary Use of Fund Balance	0	0	76,324	76,324	100.0
	Use of Fund Balance to offset operations				76,324	
<b>Total Other Financing Sources</b>		<b>0</b>	<b>0</b>	<b>76,324</b>	<b>76,324</b>	<b>100.0</b>
<b>Total 3320 Residential Solid Waste</b>		<b>665,052</b>	<b>704,639</b>	<b>762,324</b>	<b>762,324</b>	<b>8.2</b>

**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Estimated Revenue**

**3455 Library Fines**

Funtion/Acct		Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Misc. Revenue</b>							
45500	3529	Public Library					
		Misc Fines & Forfeits	31,551	28,000	32,500	32,500	16.1
		Fines collected for overdue materials				30,000	
		Overdue rate is \$.10 per day; maximum fine is \$2.00 per item, with a \$1.00 fee per item if sending a bill is necessary					
		Lost or Damaged Materials				2,500	
<b>Total Misc. Revenue</b>			<b>31,551</b>	<b>28,000</b>	<b>32,500</b>	<b>32,500</b>	<b>16.1</b>
<b>Total 3455 Library Fines</b>			<b>31,551</b>	<b>28,000</b>	<b>32,500</b>	<b>32,500</b>	<b>16.1</b>

**City of Dover**  
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 July 1, 2003 - June 30, 2004

**Estimated Revenue**

**3810 School Tuition Programs**

<u>Funtion/Acct</u>	<u>Description</u>	<u>Prior Year Actual</u>	<u>Current Year Budget</u>	<u>Dept Request</u>	<u>City Mgr Proposed</u>	<u>% Chng</u>
<b><i>Intergovernmental</i></b>						
46900 3341	Education      State Reimbursement	223,652	0	0	0	0.0
<b><i>Total Intergovernmental</i></b>		<b>223,652</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>
<b><i>Charges for Services</i></b>						
46900 3410	Education      Sales & Service Charges	(2,369)	144,000	144,000	144,000	0.0
Dover Adult Learning Center					144,000	
46900 3410	Education      Sales & Service Charges	14,450	14,000	14,000	14,000	0.0
Dover High Summer Programs					14,000	
<b><i>Total Charges for Services</i></b>		<b>12,081</b>	<b>158,000</b>	<b>158,000</b>	<b>158,000</b>	<b>0.0</b>
<b>Total 3810 School Tuition Programs</b>		<b>235,733</b>	<b>158,000</b>	<b>158,000</b>	<b>158,000</b>	<b>0.0</b>

**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Estimated Revenue**

**3825 School Alternative Education Fund**

Funtion/Acct	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b><i>Education</i></b>						
46900 3700	Education Education Revenue	245,123	198,000	240,000	240,000	21.2
	Tuition for out of District Students				240,000	
<b><i>Total Education</i></b>		<b>245,123</b>	<b>198,000</b>	<b>240,000</b>	<b>240,000</b>	<b>21.2</b>
<b><i>Operating Transfers In</i></b>						
46900 3911	Education Transfer From General Fund	0	374,000	480,000	480,000	28.3
	Transfer for District Students				480,000	
<b><i>Total Operating Transfers In</i></b>		<b>0</b>	<b>374,000</b>	<b>480,000</b>	<b>480,000</b>	<b>28.3</b>
<b>Total 3825</b>	<b>School Alternative Education Fun</b>	<b>245,123</b>	<b>572,000</b>	<b>720,000</b>	<b>720,000</b>	<b>25.9</b>



**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Estimated Revenue**

**3830 School Facilities Fund**

<u>Funtion/Acct</u>	<u>Description</u>	<u>Prior Year Actual</u>	<u>Current Year Budget</u>	<u>Dept Request</u>	<u>City Mgr Proposed</u>	<u>% Chng</u>
<b><i>Charges for Services</i></b>						
46900 3410	Education Sales & Service Charges	31,016	15,000	20,000	20,000	33.3
	Athletic Events				20,000	
<b><i>Total Charges for Services</i></b>		<b>31,016</b>	<b>15,000</b>	<b>20,000</b>	<b>20,000</b>	<b>33.3</b>
<b><i>Misc. Revenue</i></b>						
46900 3631	Education Facilities Rental	62,693	55,000	55,000	55,000	0.0
	Rental receipts				55,000	
<b><i>Total Misc. Revenue</i></b>		<b>62,693</b>	<b>55,000</b>	<b>55,000</b>	<b>55,000</b>	<b>0.0</b>
<b>Total 3830 School Facilities Fund</b>		<b>93,709</b>	<b>70,000</b>	<b>75,000</b>	<b>75,000</b>	<b>7.1</b>

**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Estimated Revenue**

**5300 Water Fund**

Funtion/Acct	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Charges for Services</b>						
43320 3410	CS - Water Sales & Service Charges	1,944,724	2,008,955	2,298,990	2,298,990	14.4
	Charges for Water Usage				2,298,990	
43320 3451	CS - Water Meter Rent	82,597	144,220	156,432	156,432	8.5
	Meter rents:					
	5/8"	6,367 EA @	15.00		95,505	
	3/4"	1,354 EA @	16.20		21,935	
	1"	891 EA @	19.20		17,107	
	1 1/2"	103 EA @	35.40		3,646	
	2"	179 EA @	47.40		8,485	
	2" Compound	16 EA @	48.75		780	
	3"	12 EA @	174.60		2,095	
	3" Compound	6 EA @	174.60		1,047	
	4"	7 EA @	378.00		2,646	
	4" Compound	3 EA @	378.00		1,134	
	6" Compound	5 EA @	410.40		2,052	
43320 3452	CS - Water Hydrant Rental	61,400	60,900	72,500	72,500	19.0
	Annual Hydrant Rental	725 EA @	100.00		72,500	
43320 3453	CS - Water Sprinkler Standby	20,320	28,112	27,064	27,064	(3.7)
	Annual Sprinkler Standby Charge					
	2" Line - 75	4 QR @	632.00		2,528	
	3" Line - 11	4 QR @	746.00		2,984	
	6" Line - 72	4 QR @	3,408.00		13,632	
	8" Line - 26	4 QR @	1,980.00		7,920	
43320 3454	CS - Water Maintenance Charges	108,756	60,000	80,000	80,000	33.3
	Maintenance charges				80,000	
<b>Total Charges for Services</b>		<b>2,217,796</b>	<b>2,302,187</b>	<b>2,634,986</b>	<b>2,634,986</b>	<b>14.5</b>
<b>Misc. Revenue</b>						
43320 3599	CS - Water Misc Revenue	3,995	1,000	1,000	1,000	0.0
	Misc				1,000	
43320 3611	CS - Water Interest on Arrears	37,859	20,000	25,000	25,000	25.0
	Interest charges for late payment				25,000	
<b>Total Misc. Revenue</b>		<b>41,854</b>	<b>21,000</b>	<b>26,000</b>	<b>26,000</b>	<b>23.8</b>
<b>Operating Transfers In</b>						
43320 3918	CS - Water Transfer From Trust Fund	400,000	0	0	0	0.0
<b>Total Operating Transfers In</b>		<b>400,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>
<b>Other Financing Sources</b>						
43320 3936	CS - Water Premium on Bonds Sold	5,631	0	0	0	0.0

***City of Dover***  
**Fiscal Year 2004 Budget**  
**July 1, 2003 - June 30, 2004**

### Estimated Revenue

## 5300 Water Fund

Funtion/Acct	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
	Total Other Financing Sources	5,631	0	0	0	0.0
Total 5300 Water Fund		2,665,281	2,323,187	2,660,986	2,660,986	14.5

**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Estimated Revenue**

**5320 Sewer Fund**

Funtion/Acct	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Licenses &amp; Permits</b>						
43250 3297	CS - Sewer Investment Fee	62,467	0	0	0	0.0
<b>Total Licenses &amp; Permits</b>		<b>62,467</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>
<b>Intergovernmental</b>						
43250 3341	CS - Sewer State Reimbursement	565,334	512,554	459,062	459,062	(10.4)
Anticipated State Aid					459,062	
<b>Total Intergovernmental</b>		<b>565,334</b>	<b>512,554</b>	<b>459,062</b>	<b>459,062</b>	<b>(10.4)</b>
<b>Charges for Services</b>						
43250 3410	CS - Sewer Sales & Service Charges	2,773,033	3,054,765	3,274,970	3,274,970	7.2
Charges for Sewer Usage					3,274,970	
43256 3410	CS - Sewer - WWTP Sales & Service Charges	14,845	14,500	15,200	15,200	4.8
Compost sales					8,000	
Lab services					7,200	
43250 3454	CS - Sewer Maintenance Charges	29,616	20,000	25,000	25,000	25.0
Maintenance Charges					25,000	
43256 3461	CS - Sewer - WWTP Septic Tank Dumping Charge	8,790	10,000	9,000	9,000	(10.0)
Septic Tank Discharges					9,000	
43250 3490	CS - Sewer Misc Service Charges	1,500	15,000	0	0	(100.0)
43256 3490	CS - Sewer - WWTP Misc Service Charges	21,991	0	21,000	21,000	100.0
Industrial Pretreatment						
Class I Permit		8 YR @	1,500.00		12,000	
Class II Permit		60 YR @	100.00		6,000	
Restaurant		60 YR @	50.00		3,000	
<b>Total Charges for Services</b>		<b>2,849,775</b>	<b>3,114,265</b>	<b>3,345,170</b>	<b>3,345,170</b>	<b>7.4</b>
<b>Misc. Revenue</b>						
43250 3599	CS - Sewer Misc Revenue	30,557	6,000	6,000	6,000	0.0
Misc revenue					6,000	
43250 3611	CS - Sewer Interest on Arrears	51,655	25,000	25,000	25,000	0.0
Interest on late payments					25,000	
43256 3611	CS - Sewer - WWTP Interest on Arrears	264	0	0	0	0.0
43250 3621	CS - Sewer Sale of City Property	1,426	0	0	0	0.0

**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Estimated Revenue**

**5320 Sewer Fund**

<u>Funtion/Acct</u>	<u>Description</u>	<u>Prior Year Actual</u>	<u>Current Year Budget</u>	<u>Dept Request</u>	<u>City Mgr Proposed</u>	<u>% Chng</u>
<b>Total Misc. Revenue</b>		<b>83,903</b>	<b>31,000</b>	<b>31,000</b>	<b>31,000</b>	<b>0.0</b>
<b>Operating Transfers In</b>						
43250 3918	CS - Sewer      Transfer From Trust Fund	275,000	0	0	0	0.0
43256 3918	CS - Sewer - WWTP      Transfer From Trust Fund	60,000	0	0	0	0.0
<b>Total Operating Transfers In</b>		<b>335,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>
<b>Other Financing Sources</b>						
43250 3936	CS - Sewer      Premium on Bonds Sold	5,516	0	0	0	0.0
<b>Total Other Financing Sources</b>		<b>5,516</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>
<b>Total 5320 Sewer Fund</b>		<b>3,901,996</b>	<b>3,657,819</b>	<b>3,835,232</b>	<b>3,835,232</b>	<b>4.9</b>

**City of Dover**  
**Fiscal Year 2004 Budget**  
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**Estimated Revenue**

**5500 Arena Fund**

Funtion/Acct	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Charges for Services</b>						
45149 3410	CS - Arena Sales & Service Charges	575,660	746,458	910,203	910,203	21.9
	Ice Rental and Arena League Fees				910,203	
45149 3413	CS - Arena Commissions	2,129	8,000	3,000	3,000	(62.5)
	Commissions from Payphones & Video Games				3,000	
45149 3441	CS - Arena Pro Shop/Snack Bar Sales	22,950	52,000	26,982	26,982	(48.1)
	Snack Bar and Pro Shop Sales				3,250	
	Also includes Skate Sharpening and Skate Rental					
	Sharpening				8,000	
	Snack Bar Rent				8,400	
	Skate Rentals				7,332	
45149 3442	CS - Arena Recreation Charge	103,028	109,820	196,213	196,213	78.7
	Public Staking, Stick Practice, Lessons				196,213	
<b>Total Charges for Services</b>		<b>703,767</b>	<b>916,278</b>	<b>1,136,398</b>	<b>1,136,398</b>	<b>24.0</b>
<b>Misc. Revenue</b>						
45149 3529	CS - Arena Misc Fines & Forfeits	15,000	0	0	0	0.0
45149 3599	CS - Arena Misc Revenue	1,965	500	600	600	20.0
	Reimbursement for Damages				600	
45149 3631	CS - Arena Facilities Rental	2,672	25,000	32,000	32,000	28.0
	Facility Rental				12,000	
	Advertising				20,000	
<b>Total Misc. Revenue</b>		<b>19,637</b>	<b>25,500</b>	<b>32,600</b>	<b>32,600</b>	<b>27.8</b>
<b>Operating Transfers In</b>						
45149 3911	CS - Arena Transfer From General Fund	0	100,000	0	0	(100.0)
<b>Total Operating Transfers In</b>		<b>0</b>	<b>100,000</b>	<b>0</b>	<b>0</b>	<b>(100.0)</b>
<b>Other Financing Sources</b>						
45149 3936	CS - Arena Premium on Bonds Sold	7,097	0	0	0	0.0
<b>Total Other Financing Sources</b>		<b>7,097</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>
<b>Total 5500 Arena Fund</b>		<b>730,501</b>	<b>1,041,778</b>	<b>1,168,998</b>	<b>1,168,998</b>	<b>12.2</b>

**City of Dover**  
**Fiscal Year 2004 Budget**  
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**Estimated Revenue**

**6100 DoverNet Fund**

<u>Funtion/Acct</u>	<u>Description</u>	<u>Prior Year Actual</u>	<u>Current Year Budget</u>	<u>Dept Request</u>	<u>City Mgr Proposed</u>	<u>% Chng</u>
<b><i>Charges for Services</i></b>						
49200 3410	Internal Service      Sales & Service Charges	203,098	251,268	253,079	253,079	0.7
	Charges for equipment					
	Executive				1,360	
	Finance				2,715	
	Planning				960	
	Police				3,840	
	Fire & Rescue				1,990	
	CS - Public Works				2,940	
	CS - Recreation				2,200	
	Public Library				3,325	
	Human Services				480	
	Water				440	
	Sewer				1,020	
	Arena				420	
	Balance of Funding - Misc Gen Gov't				231,389	
49200 3411	Internal Service      Copy Sales	470	0	0	0	0.0
	<b><i>Total Charges for Services</i></b>	<b>203,568</b>	<b>251,268</b>	<b>253,079</b>	<b>253,079</b>	<b>0.7</b>
<b><i>Misc. Revenue</i></b>						
49200 3599	Internal Service      Misc Revenue	0	0	0	0	0.0
	<b><i>Total Misc. Revenue</i></b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>
<b>Total 6100 DoverNet Fund</b>		<b>203,568</b>	<b>251,268</b>	<b>253,079</b>	<b>253,079</b>	<b>0.7</b>

**City of Dover**  
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**Estimated Revenue**

**6110 Central Stores Fund**

<u>Funtion/Acct</u>	<u>Description</u>	<u>Prior Year Actual</u>	<u>Current Year Budget</u>	<u>Dept Request</u>	<u>City Mgr Proposed</u>	<u>% Chng</u>
<b><i>Charges for Services</i></b>						
49200 3410	Internal Service      Sales & Service Charges	65,517	66,330	62,000	62,000	(6.5)
	Copy sales and postage changes				62,000	
	<b><i>Total Charges for Services</i></b>	<u>65,517</u>	<u>66,330</u>	<u>62,000</u>	<u>62,000</u>	<u>(6.5)</u>
<b>Total 6110</b>	<b>Central Stores Fund</b>	<u>65,517</u>	<u>66,330</u>	<u>62,000</u>	<u>62,000</u>	<u>(6.5)</u>



**City of Dover**  
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**Estimated Revenue**

**6310 Fleet Maintenance Fund**

<u>Funtion/Acct</u>	<u>Description</u>	<u>Prior Year Actual</u>	<u>Current Year Budget</u>	<u>Dept Request</u>	<u>City Mgr Proposed</u>	<u>% Chng</u>
<b>Charges for Services</b>						
49200 3410	Internal Service      Sales & Service Charges	0	612	6,204	6,204	913.7
	Outside Revenue				6,204	
49200 3471	Internal Service      Sale of Vehicle Parts	160,950	134,387	135,479	135,479	0.8
	Sale of parts to departments				135,479	
49200 3472	Internal Service      Fuel Sales	4,795	10,000	5,000	5,000	(50.0)
	Sale of diesel fuel				5,000	
49200 3473	Internal Service      Vehicle Labor Charges	341,899	354,590	369,730	369,730	4.3
	Maint charges to departments				369,730	
<b>Total Charges for Services</b>		<b>507,644</b>	<b>499,589</b>	<b>516,413</b>	<b>516,413</b>	<b>3.4</b>
<b>Total 6310</b>	<b>Fleet Maintenance Fund</b>	<b>507,644</b>	<b>499,589</b>	<b>516,413</b>	<b>516,413</b>	<b>3.4</b>

**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Estimated Revenue**

**6800 Workers Compensation Fund**

<u>Funtion/Acct</u>	<u>Description</u>	<u>Prior Year Actual</u>	<u>Current Year Budget</u>	<u>Dept Request</u>	<u>City Mgr Proposed</u>	<u>% Chng</u>
<b><i>Charges for Services</i></b>						
49200 3410	Internal Service      Sales & Service Charges	335,242	336,000	370,000	370,000	10.1
	Service charges to departments				370,000	
<b><i>Total Charges for Services</i></b>		<b>335,242</b>	<b>336,000</b>	<b>370,000</b>	<b>370,000</b>	<b>10.1</b>
<b>Total 6800</b>	<b>Workers Compensation Fund</b>	<b>335,242</b>	<b>336,000</b>	<b>370,000</b>	<b>370,000</b>	<b>10.1</b>

**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**City Council**

**Appropriations by Function**

Function	Description	Prior Year Actual	Current Year Budget	City Mgr Proposed	Dollar Change	% Chng
<b>1000</b>	<b>General Fund</b>					
41110	City Council	136,909	154,349	140,114	(14,235)	(9.2)
	<b>Total 1000 General Fund</b>	<b>136,909</b>	<b>154,349</b>	<b>140,114</b>	<b>(14,235)</b>	<b>(9.2)</b>
	<b>Total for Department</b>	<b>136,909</b>	<b>154,349</b>	<b>140,114</b>	<b>(14,235)</b>	<b>(9.2)</b>

**Appropriations by Budget Category**

Fund	Description	Prior Year Actual	Current Year Budget	City Mgr Proposed	Dollar Change	% Chng
<b>1000</b>	<b>General Fund</b>					
	Personal Services	13,529	15,835	12,353	(3,482)	(22.0)
	Purchased Services	27,585	26,642	16,840	(9,802)	(36.8)
	Supplies	7,163	5,951	5,000	(951)	(16.0)
	Capital Outlay	75	0	0	0	0.0
	Other Expenses	88,557	105,921	105,921	0	0.0
	<b>Total 1000 General Fund</b>	<b>136,909</b>	<b>154,349</b>	<b>140,114</b>	<b>(14,235)</b>	<b>(9.2)</b>
	<b>Total for Department</b>	<b>136,909</b>	<b>154,349</b>	<b>140,114</b>	<b>(14,235)</b>	<b>(9.2)</b>

# CITY COUNCIL

**Division: City Council**

**Function 41110**

## ***Mission Statement:***

To provide leadership and vision for the City of Dover. To ensure affordable, high quality services, and to provide opportunities through responsive and accessible government.

## ***Major Services/Responsibilities:***

- Establish policies and to set forth the long-term direction of municipal services.
- Authorize a careful plan of expenditures and appropriations deemed necessary for municipal services.
- To work together in keeping communication open with other City Councilors, the City Manager and citizens of Dover.
- Enact codes, ordinances and resolutions to preserve the general well being of residents and businesses in the community.

## ***Key Fiscal Year Objectives:***

- A financially stable and fiscally sound municipal operation
- Efficient and effective services
- A safe and secure community
- A diversity of cultural and recreational opportunities
- An enhanced physical and natural environment
- Support quality education

## ***Performance Measures:***

Description	FY02 Act	FY03 Est	FY04 Est
Act upon City business during regular & workshop meetings	25	30	30
Review and adopt ordinances and resolutions	205	210	210
Conduct Public Hearings	47	40	40

**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Appropriations**

**1000 General Fund**

**City Council**

**41110 City Council**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Personal Services</b>						
4115	Regular Hourly Employees	1,438	4,360	9,360	1,500	(65.6)
	1 Camera Operator RPT - 10 hr/wk				1,500	
4120	Temporary Employees	188	0	0	0	0.0
4125	Elected Officials	9,075	9,250	9,250	9,250	0.0
	Mayor	1	@ 1,200.00		1,200	
	Mayor Pro Tem	1	@ 1,050.00		1,050	
	Councillors	7	EA @ 1,000.00		7,000	
4213	Life Insurance	118	51	51	30	(41.2)
	Premiums to NHMA for Life Insur.				30	
4220	FICA	664	1,154	1,154	667	(42.2)
	Cost of FICA - 6.20% of wages.				667	
4225	Medicare	155	270	270	156	(42.2)
	Cost of Medicare - 1.45% of wages				156	
4240	Staff Development	1,892	750	750	750	0.0
	Inaugural Event=Food & Supplies				750	
	Recognition - Outgoing Council	0				
<b>Total Personal Services</b>		<b>13,529</b>	<b>15,835</b>	<b>20,835</b>	<b>12,353</b>	<b>(22.0)</b>
<b>Purchased Services</b>						
4334	Legal Services	8,719	0	0	0	0.0
	Legal advice and opinions					
4335	Auditing Services	8,352	8,395	7,798	11,398	35.8
	Annual audit as required by law				11,398	
4524	Public Liab Insurance	142	202	242	242	19.8
	Cost of NHMA Public Liability Insur				242	
4534	Postage	3,608	5,600	5,100	1,500	(73.2)
	Newsletter					
	Regular Postage				1,500	
4540	Advertising	0	3,700	3,700	3,700	0.0
	Advertising as required by law				3,700	
4550	Printing & Binding	6,763	7,245	7,245	0	(100.0)
	Community Newsletter					
4580	Travel Expense	0	1,500	1,000	0	(100.0)
	Travel and meals for City business					
	Includes Tri-City meetings					

**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Appropriations**

**1000 General Fund**

**City Council**

**41110 City Council**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
	<b>Total Purchased Services</b>	27,585	26,642	25,085	16,840	(36.8)
<b>Supplies</b>						
4611	Office Supplies	5,350	5,951	5,000	5,000	(16.0)
	Copies, supplies, letterhead, etc.				5,000	
4631	Food	1,813	0	2,500	0	0.0
	Agenda Settings, Tri City Council Dinner					
	<b>Total Supplies</b>	7,163	5,951	7,500	5,000	(16.0)
<b>Capital Outlay</b>						
4745	Computers & Communications Equip	75	0	0	0	0.0
	<b>Total Capital Outlay</b>	75	0	0	0	0.0
<b>Other Expenses</b>						
4835	Grants/Subsidy	87,357	104,921	123,682	105,421	0.5
	COAST Bus (FY03 funding level)				83,026	
	Dover Veteran's Council				1,895	
	Seacoast Shipyard Assoc.				500	
	Wildcat Transit					
	Dover Main Street Program				20,000	
4840	Contingency	1,200	1,000	1,000	500	(50.0)
	Contingency for unforeseen expenses				500	
	<b>Total Other Expenses</b>	88,557	105,921	124,682	105,921	0.0
<b>Total 41110</b>	<b>City Council</b>	<b>136,909</b>	<b>154,349</b>	<b>178,102</b>	<b>140,114</b>	<b>(9.2)</b>

**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Executive**

**Appropriations by Function**

Function	Description	Prior Year Actual	Current Year Budget	City Mgr Proposed	Dollar Change	% Chng
<b>1000</b>	<b>General Fund</b>					
41320	City Manager	359,917	361,064	377,629	16,565	4.6
41410	City Clerk	206,946	218,865	220,819	1,954	0.9
41430	Elections	54,799	56,809	41,685	(15,124)	(26.6)
41530	Legal	211,071	206,023	214,502	8,479	4.1
46510	Business Assistance	72,263	85,771	81,336	(4,435)	(5.2)
	<b>Total 1000 General Fund</b>	<b>904,997</b>	<b>928,532</b>	<b>935,971</b>	<b>7,439</b>	<b>0.8</b>
	<b>Total for Department</b>	<b>904,997</b>	<b>928,532</b>	<b>935,971</b>	<b>7,439</b>	<b>0.8</b>

**Appropriations by Budget Category**

Fund	Description	Prior Year Actual	Current Year Budget	City Mgr Proposed	Dollar Change	% Chng
<b>1000</b>	<b>General Fund</b>					
	Personal Services	685,793	736,355	764,791	28,436	3.9
	Purchased Services	127,430	130,396	117,098	(13,298)	(10.2)
	Supplies	33,489	37,201	30,374	(6,827)	(18.4)
	Capital Outlay	35,575	0	0	0	0.0
	Other Expenses	22,709	24,580	23,708	(872)	(3.5)
	<b>Total 1000 General Fund</b>	<b>904,997</b>	<b>928,532</b>	<b>935,971</b>	<b>7,439</b>	<b>0.8</b>
	<b>Total for Department</b>	<b>904,997</b>	<b>928,532</b>	<b>935,971</b>	<b>7,439</b>	<b>0.8</b>

# EXECUTIVE

**Division: City Manager's Office**

**Function 41320**

## ***Mission Statement:***

To provide effective leadership and direction in the administration of policies established by the Mayor and City Council and to coordinate and supervise the efficient operation of city departments.

## ***Major Services/Responsibilities:***

- Coordinate the development and analysis of policy recommendations presented to the Mayor and City Council.
- Implement policies enacted by the Mayor and City Council and manage the overall administrative affairs of the City.
- Direct and coordinate personnel responsibilities for all City departments, including development of policies, maintenance of records and recruitment, selection and hiring of new employees.
- Direct the technical, operational and administrative activities between departments related to the management of the City's information systems
- Human Resource Management

## ***Key Fiscal Year Objectives:***

- Assure the continued economical, efficient and effective management of city government.
- Advise the Mayor and City Council on policy-making matters related to the overall administration of the city government.
- Recommend proposals and programs, which address the long-term needs of the community.
- Continue revision and implementation of City personnel policies including update of classification plan.
- Administer ongoing programs for employee, supervisor and management skills training
- Identify and support opportunities for improving quality service delivery

## ***Performance Measures:***

Description	FY02 Act	FY03 Est	FY04 Est
Management & Supervisory Coordinating Sessions	38	36	40
Administer comprehensive personnel program for all FTE City employees	300.21	303.4	303.3
Customer Service Surveys/Brochures	2	2	2
Conduct Departmental Update Meetings	10	12	14



**City of Dover**  
**Fiscal Year 2004 Budget**  
**July 1, 2003 - June 30, 2004**

**Appropriations**

**1000 General Fund**

**Executive**

**41320 City Manager**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Personal Services</b>						
4110	Regular Salaried Employees	198,681	209,751	226,334	216,117	3.0
	City Manager - Base RFT 40 hr/wk				119,470	
	Deferred Comp				14,000	
	Asst. City Mgr./Persnl. Dir. RFT 40hr/wk				82,647	
4115	Regular Hourly Employees	41,779	41,064	42,644	42,238	2.9
	Executive Assistant RFT 40 hr/wk				42,238	
4160	Severance Pay	3,115	0	0	0	0.0
4170	Longevity Pay	800	1,200	2,000	2,000	66.7
	Payment for years of service				2,000	
4211	Health Insurance	19,628	17,769	26,451	26,451	48.9
	Premiums to NHMA Health Ins. Trust				26,451	
4212	Dental Insurance	1,211	1,211	1,274	1,274	5.2
	Premiums to Dental Ins.				1,274	
4213	Life Insurance	1,128	655	701	674	2.9
	Premiums to NHMA for Life Insur.				674	
4214	Disability Insurance	849	1,309	1,584	1,516	15.8
	Premiums for Disability Insur.				1,516	
4220	FICA	12,666	12,753	13,399	13,163	3.2
	Cost of FICA - 6.20% of wages.				13,163	
4225	Medicare	3,600	3,616	3,865	3,711	2.6
	Cost of Medicare - 1.45% of wages				3,711	
4230	Retirement	6,343	11,252	10,864	15,361	36.5
	Cost of NH Retirement System payments.				15,361	
4240	Staff Development	14,957	7,000	14,000	7,000	0.0
	Employee Skills Training Programs				1,000	
	Supervisory Skills Training Programs				1,000	
	Labor Relations				2,000	
	Conference Registrations				1,000	
	ICMA, IPMA, NHMA, NHMMA					
	Employee Recognition				2,000	
	Employee Cards \$800					
	Anniversary Recognition \$2500					
	Flowers-Condolence \$200					
	Christmas Luncheon \$2500					
	Retirement Gifts \$1000					
4260	Workers Comp Insurance	287	205	302	302	47.3
	Workers Comp allocation of self insur.				302	
4290	FSA Fees	132	115	115	115	0.0

**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Appropriations**

**1000 General Fund**

**Executive**

**41320 City Manager**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
	Admin fees - Flexible Spending Accts				115	
	<b>Total Personal Services</b>	<b>305,175</b>	<b>307,900</b>	<b>343,533</b>	<b>329,922</b>	<b>7.2</b>
<b>Purchased Services</b>						
4311	Administrative Services	499	0	0	0	0.0
4334	Legal Services	9,642	0	5,000	2,000	100.0
	Labor Relations				2,000	
4339	Consulting Services	1,035	2,000	2,000	0	(100.0)
	Misc. consulting services					
4435	Maint Chrgs - Office Equipment	395	485	530	530	9.3
	Personal computers	3 EA @	100.00		300	
	Laser printer	2 EA @	40.00		80	
	Other office equipment				150	
4522	Vehicle & Equip Insurance	325	336	342	342	1.8
	Cost of NHMA Vehicle Insurance				342	
4524	Public Liab Insurance	1,196	1,742	1,885	1,885	8.2
	Cost of NHMA Public Liability Insur				1,885	
4531	Telecommunications	5,069	5,500	5,500	5,500	0.0
	5 Phone lines				2,000	
	Toll Telephone Charges				3,500	
	Includes wireless service					
4534	Postage	343	1,500	1,500	1,500	0.0
	Regular correspondence				1,500	
4550	Printing & Binding	1,770	4,000	2,000	2,000	(50.0)
	Documents/reports				2,000	
4580	Travel Expense	4,828	6,000	6,000	4,000	(33.3)
	Travel expenses for NHMA Conferences					
	ICMA Conference				2,000	
	Meeting Expenses/Meals				2,000	
	<b>Total Purchased Services</b>	<b>25,101</b>	<b>21,563</b>	<b>24,757</b>	<b>17,757</b>	<b>(17.7)</b>
<b>Supplies</b>						
4611	Office Supplies	3,367	3,000	3,000	3,000	0.0
	Copies, paper, stationery, pens				3,000	
	Supplies for training classes and meetings. Invitations, stationery, envelopes, pads of paper, reams of colord paper, folders, etc.					
4612	Operating Supplies	955	800	800	800	0.0
	Misc. Forms and other Supplies				800	

**City of Dover**  
**Fiscal Year 2004 Budget**  
**July 1, 2003 - June 30, 2004**

**Appropriations**

**1000 General Fund**

**Executive**

**41320 City Manager**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
4626	Vehicle Fuels	311	500	500	500	0.0
	Fuel and oil for City Manager vehicle Approximately 3,000 annual mileage.				500	
4631	Food	1,494	800	800	800	0.0
	Food				800	
4640	Publications	2,979	4,301	4,630	3,130	(27.2)
	Tower Publishing-NH Register				100	
	HR Comply				400	
	Inquiry Service				700	
	Ideas in Action				80	
	NH Revised Statutes				600	
	Union Leader				140	
	Foster's Daily Democrat				360	
	Personnel Policy Update				460	
	Training Books, magazines, etc.					
	Labor & Employee Supplement				140	
	NH Register				150	
4654	Maint Supplies - Vehicles	62	1,350	1,350	100	(92.6)
	Maintenance of City Manager vehicle				100	
4661	Fleet Maint Charge	1,300	1,350	1,350	1,350	0.0
	Division share of garage expenses				1,350	
4681	Minor Equip, Furniture & Fxtrs	0	0	0	0	0.0
<b>Total Supplies</b>		<b>10,467</b>	<b>12,101</b>	<b>12,430</b>	<b>9,680</b>	<b>(20.0)</b>

**Capital Outlay**

4744	Furniture & Fixtures	400	0	0	0	0.0
<b>Total Capital Outlay</b>		<b>400</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>

**Other Expenses**

4810	Membership Dues	18,775	19,500	21,340	20,270	3.9
	Int'l City Management Assoc.				1,900	
	City Manager \$1100					
	Asst. City Manager \$800					
	Municipal Management Assoc.				150	
	NHMA				16,500	
	IPMA - HR				400	
	SHRM				285	
	Chamber of Commerce				250	
	NH LOGIN				50	
	ASPA					
	SHRA				50	
	World At Work				200	
	Northeast Public Power Association					
	NATOA				485	
	SHCNH					

**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Appropriations**

**1000 General Fund**

**Executive**

**41320 City Manager**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
	<i>Total Other Expenses</i>	18,775	19,500	21,340	20,270	3.9
<b>Total 41320</b>	<b>City Manager</b>	<b>359,917</b>	<b>361,064</b>	<b>402,060</b>	<b>377,629</b>	<b>4.6</b>

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# EXECUTIVE

**Division: City Clerk's Office**

**Function 41410**

## ***Mission Statement:***

To serve all our customers in a consistent, professional and efficient manner, which includes the governing body, legislative body and City staff. To dutifully record and preserve the Vital Records of this community for historical continuity, so that it may be preserved and accessed now and for generations forthcoming.

## ***Major Services/Responsibilities:***

Provide quality service to the public  
Record, change and issue vital records  
Record and maintain City records  
Record financial statements (UCC and liens)  
Record Cemetery Deeds and Contracts  
Licensing Bureau for marriages, dogs,  
parades, raffles, peddlers, videos and  
taxis

Prepare and publish the annual report  
Update, maintain and publish the City Charter  
Update, maintain and publish the City Code  
Prepare and maintain all City ordinances and  
resolutions  
Provide central switchboard operations  
Record and maintain all activities of the City  
Council  
U.S. Passport Agency Acceptance Center  
Post City meetings and update the City website  
with meeting notices and meeting  
minutes

## ***Key Fiscal Year Objectives:***

- To provide efficient quality service to the public.
- To serve as a vital link with the public by continuing to interface with the City website.
- To continue to provide the opportunity for staff member to actively participate in the City's ongoing Quality Council – Customer Service initiative.
- To continue to fully interface with the State of New Hampshire's Vision 2000 Vital Records Vision Issuance Program.
- To continue serving as an U.S. Passport Agency Acceptance Center.
- To continue the utilization of the Optech scanning/retrieval system for preserving City Records for future generations so that they can be made more accessible for staff and the public.
- To continue to update the City's website with items of overall interest to our customers.

## ***Performance Measures:***

Description	FY02 Act	FY03 Est	FY04 Est
Customers served	13,661	14,388	15,107
Dogs licensed	2,649	2,800	2,950
Consistently maintain level staffing with increased tasks	4	4	4

**City of Dover**  
**Fiscal Year 2004 Budget**  
**July 1, 2003 - June 30, 2004**

**Appropriations**

**1000 General Fund**

**Executive**

**41410 City Clerk**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Personal Services</b>						
4110	Regular Salaried Employees	43,963	47,896	51,659	51,162	6.8
	City Clerk RFT 40hr/wk				51,162	
4115	Regular Hourly Employees	80,034	86,008	90,787	76,901	(10.6)
	Deputy City Clerk RFT 40 hr/wk				35,097	
	Assistant City Clerk RFT 40 hr/wk				28,796	
	Clerk Typist RPT 20 hr/wk				13,008	
4130	Overtime Pay	0	1,000	1,000	1,000	0.0
	Council Meetings (2-3), 2 Elections				1,000	
4170	Longevity Pay	1,268	1,668	2,800	2,800	67.9
	Payment for years of service				2,800	
4211	Health Insurance	28,823	30,371	37,944	33,469	10.2
	Premiums to NHMA Health Ins. Trust				33,469	
4212	Dental Insurance	2,223	2,223	2,339	1,998	(10.1)
	Premiums to Dental Ins.				1,998	
4213	Life Insurance	478	370	393	318	(14.1)
	Premiums to NHMA for Life Insur.				318	
4214	Disability Insurance	508	359	387	384	7.0
	Premiums for Disability Insur.				384	
4220	FICA	7,614	8,110	8,657	7,792	(3.9)
	Cost of FICA - 6.20% of wages.				7,792	
4225	Medicare	1,781	1,897	2,025	1,822	(4.0)
	Cost of Medicare - 1.45% of wages				1,822	
4230	Retirement	5,179	6,098	8,629	7,012	15.0
	Cost of NH Retirement System payments.				7,012	
4240	Staff Development	1,413	2,000	2,500	2,500	25.0
	Cert Municipal Clerk School				700	
	Continuing education/training for staff				800	
	Computer training, quality customer service and management, NH Clerk Certification					
	Alchemy Training				1,000	
4260	Workers Comp Insurance	120	94	137	137	45.7
	Workers Comp allocation of self insur.				137	
4290	FSA Fees	66	173	115	115	(33.5)
	Admin fees - Flexible Spending Accts				115	
<b>Total Personal Services</b>		<b>173,469</b>	<b>188,267</b>	<b>209,372</b>	<b>187,410</b>	<b>(0.5)</b>

**Purchased Services**

**City of Dover**  
**Fiscal Year 2004 Budget**  
**July 1, 2003 - June 30, 2004**

**Appropriations**

**1000 General Fund**

**Executive**

**41410 City Clerk**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
4435	Maint Chrgs - Office Equipment	1,960	330	2,536	736	123.0
	Computers	5 EA @	100.00		500	
	Printer	1 EA @	40.00		40	
	Typewriters	1 EA @	45.00		45	
	Time Stamp Machine	1 EA @	151.00		151	
4443	Rental of Equipment	4,704	3,660	4,176	4,176	14.1
	Postage Meter Rental				4,176	
4524	Public Liab Insurance	745	928	1,017	1,017	9.6
	Cost of NHMA Public Liability Insur				1,017	
4531	Telecommunications	4,261	4,500	4,500	4,500	0.0
	10 Telephone Lines				3,500	
	Toll Charges				1,000	
	Includes wireless service.					
4534	Postage	6,376	5,000	4,000	4,000	(20.0)
	Postage for correspondence				4,000	
	Includes Dog License notification					
4540	Advertising	2,468	1,500	1,500	1,500	0.0
	Advertising required by law				1,500	
	Ads for Public Hearing Notices, Passage of Ordinances, Dog Licensing and other ads					
4550	Printing & Binding	2,839	6,150	8,150	8,150	32.5
	Printing of Ordinances for resale				600	
	Binding of certificates/ordinances	8 @	100.00		800	
	Printing of City Officials Directory	2,000 @	0.20		300	
	Printing of various fliers & notices				450	
	Annual report printing				1,000	
	Records Assesment Project				5,000	
4580	Travel Expense	1,074	1,300	1,600	1,600	23.1
	Regional Conferences: NHCTCA, NEACTC				1,050	
	Legislative Action				550	
<b>Total Purchased Services</b>		<b>24,428</b>	<b>23,368</b>	<b>27,479</b>	<b>25,679</b>	<b>9.9</b>

**Supplies**

4611	Office Supplies	5,246	5,000	5,000	5,000	0.0
	Copies, computer and general supplies				5,000	
	Various forms, dog tags, floppy disks, pens, pencils, stationery, envelopes, code print supplies, City Council tapes, paper, laminating cards, typewriter ribbons, mailing machine supplies and laser printer supplies					
4619	Supplies for Resale	2,284	1,000	1,500	1,500	50.0
	City of Dover Souvenirs				1,500	
	Offset by Revenue Account 1000-41410-3621-0000-00-13 Tshirts, Sweatshirts, Mugs, etc.					
4640	Publications	125	0	0	0	0.0



**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Appropriations**

**1000 General Fund**

**Executive**

**41410 City Clerk**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
4681	Minor Equip, Furniture & Fxtrs	720	1,000	1,000	1,000	0.0
	Equipment, desk, chair				1,000	
	<b>Total Supplies</b>	<b>8,375</b>	<b>7,000</b>	<b>7,500</b>	<b>7,500</b>	<b>7.1</b>
<b>Capital Outlay</b>						
4741	Machinery & Equipment	449	0	0	0	0.0
	<b>Total Capital Outlay</b>	<b>449</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>
<b>Other Expenses</b>						
4810	Membership Dues	225	230	230	230	0.0
	NH Municipal Clerk Assoc.				40	
	New England Municipal Clerk Assoc.				30	
	National Municipal Clerk Assoc.				140	
	Library Assoc. - Preservation				10	
	NHLOGiN				10	
	<b>Total Other Expenses</b>	<b>225</b>	<b>230</b>	<b>230</b>	<b>230</b>	<b>0.0</b>
<b>Total 41410</b>	<b>City Clerk</b>	<b>206,946</b>	<b>218,865</b>	<b>244,581</b>	<b>220,819</b>	<b>0.9</b>

# EXECUTIVE

**Division: Election Division**

**Function 41430**

***Mission Statement:***

To act as an agent for the State of New Hampshire for the purpose of administering elections in an efficient and professional manner and to uphold the rules and laws of the City and State.

***Major Services/Responsibilities:***

- Provide election services to the public so that each person's vote will count
- Record, change and update voter registration information
- Provide registration opportunities for new voters
- Plan, organize and direct all local, state and federal elections
- Provide training to election volunteers and/or workers so that Election Day is carried out in an organized and efficient manner.

***Key Fiscal Year Objectives:***

- To continue to recruit able volunteers to assist in managing the elections when vacancies exist
- To provide better education for the citizens on the local and state changes in the election process
- To ensure smooth procedures are in place to secure accurate and timely election results
- To provide a user-friendly voter checklist program on request that can be used to track voter history

***Performance Measures:***

Description	FY02 Act	FY03 Est	FY04 Est
Total number of new registered voters	440	1,851	500
Manage Federal, State and Municipal elections	3	2	2
Recruit and provide staff for election activities	60	60	60
Total number of voters that register on election day	138	1,231	300

**City of Dover**  
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**1000 General Fund**

**Executive**

**41430 Elections**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Personal Services</b>						
4110	Regular Salaried Employees	340	0	0	0	0.0
4115	Regular Hourly Employees	387	0	0	0	0.0
4120	Temporary Employees	5,615	17,888	17,508	17,508	(2.1)
	6 Moderators - 15 hr/election	2 EA @	1,080.00		2,160	
	Includes money for lunches.					
	6 Clerks - 15 hr/election	2 EA @	810.00		1,620	
	18 Selectmen - 15 hr/election	2 EA @	2,295.00		4,590	
	24 Inspectors - 15 hr/election	2 EA @	2,880.00		5,760	
	12 Counters - 4 hr/election	2 EA @	384.00		768	
	5 Supervisors of Checklist - 13 hr/elect	2 EA @	1,075.00		2,150	
	1 Sprvsrs of Checklist - Chairs 13 hr/el	2 EA @	230.00		460	
4125	Elected Officials	1,405	0	0	0	0.0
4130	Overtime Pay	0	800	800	800	0.0
	Overtime pay				800	
	Set up/Dismantling of voting booths, chairs, tables, signs by F&G					
4220	FICA	472	1,159	1,135	1,135	(2.1)
	Cost of FICA - 6.20% of wages.				1,135	
4225	Medicare	112	271	265	265	(2.2)
	Cost of Medicare - 1.45% of wages				265	
4230	Retirement	30	0	0	0	0.0
	Cost of NH Retirement System payments.					
4260	Workers Comp Insurance	21	6	23	23	283.3
	Workers Comp allocation of self insur.				23	
<b>Total Personal Services</b>		<b>8,381</b>	<b>20,124</b>	<b>19,731</b>	<b>19,731</b>	<b>(2.0)</b>
<b>Purchased Services</b>						
4341	Technical Services	0	14,793	6,500	6,500	(56.1)
	Accu Vote - Set-up charges	2 EA @	1,000.00		2,000	
	Programming - Ballot Coding & Printing	2 EA @	2,250.00		4,500	
4524	Public Liab Insurance	131	92	254	254	176.1
	Cost of NHMA Public Liability Insur				254	
4534	Postage	3,813	4,500	3,000	3,000	(33.3)
	Absentee ballot requests, change notices				3,000	
	Notify voters of ward lines and boundary changes after purging for Presidential Primary & Municipal Election.					
4540	Advertising	2,029	4,800	3,200	3,200	(33.3)

**City of Dover**  
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**Appropriations**

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**Executive**

**41430 Elections**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
	Advertising as required by law Ads for sessions for checklist corrections as required by City Charter and NH RSA, Ads for notification of polling places, filing period, absentee ballots on hand. Also to notify voters of change of ward & polling places.		2 EA @ 1,600.00		3,200	
4550	Printing & Binding	3,978	2,500	2,500	2,500	0.0
	Printing sample ballots/ regular ballots Check lists, letters to registered voters for purging, Charter changes.				2,500	
<b>Total Purchased Services</b>		<b>9,951</b>	<b>26,685</b>	<b>15,454</b>	<b>15,454</b>	<b>(42.1)</b>
<b>Supplies</b>						
4611	Office Supplies	1,000	4,500	3,000	3,000	(33.3)
	Supplies, forms, copies, etc.		2 EA @ 1,500.00		3,000	
4631	Food	968	4,500	2,000	2,000	(55.6)
	Per diem meals for elections		2 EA @ 1,000.00		2,000	
4681	Minor Equip, Furniture & Fxtrs	0	1,000	1,500	1,500	50.0
	Voting Booths & Voter Signs Cones, Stantions				1,500	
<b>Total Supplies</b>		<b>1,968</b>	<b>10,000</b>	<b>6,500</b>	<b>6,500</b>	<b>(35.0)</b>
<b>Capital Outlay</b>						
4741	Machinery & Equipment	34,500	0	0	0	0.0
<b>Total Capital Outlay</b>		<b>34,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>
<b>Total 41430 Elections</b>		<b>54,799</b>	<b>56,809</b>	<b>41,685</b>	<b>41,685</b>	<b>(26.6)</b>

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# EXECUTIVE

**Division: Legal**

**Function 41530**

## ***Mission Statement:***

The primary mission is to be an immediate resource as in-house counsel to the City Manager, City Council and all departments who have questions or a need for legal services. Work with Police, Fire, Building and Health Inspectors to enforce all code violations. Service includes reacting immediately to request for legal research (laws and cases), charter interpretations and legal advice. Proactively educating and keeping all departments informed of latest developments in the law.

## ***Major Services/Responsibilities:***

Represent the City and all departments in District and Superior Court litigation which is not covered by insurance (most lawsuits not claiming money damages excluding costs and fees)

Drafting ordinances and amendments to ordinances and resolutions upon request

Keep City Manager, Department Heads, Council and Boards posted of new legislation and case law

Draft contracts, deeds and other documents

Review contracts, leases, etc.

Review contracts, leases, etc.

Appear in District Court to prosecute felonies and misdemeanors

Coordinate victim assistance services

Prosecute all violations of City Ordinances in conjunction with Building Inspector's Office and Fire Department, in addition to Police

Collecting money owed the City by sending demand letters and filing a claim

Conduct legal research/write legal opinions

## ***Key Fiscal Year Objectives:***

- Keep outside legal costs to a minimum
- Collect debt due to the City for city services
- Develop training program for appointed/elected officials
- Develop a software program for case management that would ideally integrate criminal prosecution and civil litigation
- Enhance on-line municipal law research

## ***Performance Measures:***

Description	FY02 Act	FY03 Est	FY04 Est
Civil Court Activity	26	31	36
Questions of Law	45	50	55
Resolutions & Ordinances	25	30	35
Document Review/Deeds and Easements	43/26	48/31	53/36
Code Enforcement	36	41	46
Criminal Hearings	1,600	1,600	1,600
Percentage Found Guilty	95%	95%	95%

**City of Dover**  
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**Appropriations**

**1000 General Fund**

**Executive**

**41530 Legal**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Personal Services</b>						
4110	Regular Salaried Employees	63,063	72,009	73,950	73,283	1.8
	Prosecutor RFT 41.25 hrs/wk includes Holiday and incentive pay				73,283	
4115	Regular Hourly Employees	44,623	46,810	50,632	37,768	(19.3)
	Executive Secretary RFT 35hr/wk Victims Advocate 15 hr/wk (CM removed) Sick Leave Incentive				37,168 600	
4130	Overtime Pay	0	0	0	0	0.0
4170	Longevity Pay	1,408	1,740	2,400	2,400	37.9
	Payment for years of service				2,400	
4211	Health Insurance	21,174	22,589	28,869	28,869	27.8
	Premiums to NHMA Health Ins. Trust				28,869	
4212	Dental Insurance	1,266	1,266	1,332	1,332	5.2
	Premiums to Dental Ins.				1,332	
4213	Life Insurance	274	280	295	292	4.3
	Premiums to NHMA for Life Insur.				292	
4220	FICA	2,394	2,860	3,070	2,272	(20.6)
	Cost of FICA - 6.20% of wages.				2,272	
4225	Medicare	1,557	1,698	1,785	1,589	(6.4)
	Cost of Medicare - 1.45% of wages				1,589	
4230	Retirement	5,085	5,706	8,234	8,161	43.0
	Cost of NH Retirement System payments.				8,161	
4240	Staff Development	972	2,550	2,550	2,550	0.0
	Bar Association--Municipal Section Mandatory Con't Legal Education - 24 credits IACP Legal Officer's Section - 2 Day Annual Conference (16 credits) Paralegal Skills course				2,550	
4260	Workers Comp Insurance	710	558	571	571	2.3
	Workers Comp allocation of self insur.				571	
4291	Uniform & Cleaning Allowance	360	0	0	0	0.0
<b>Total Personal Services</b>		<b>142,886</b>	<b>158,066</b>	<b>173,688</b>	<b>159,087</b>	<b>0.6</b>
<b>Purchased Services</b>						
4334	Legal Services	52,667	34,438	40,000	40,000	16.2
	Legal services and opinions				40,000	

**City of Dover**  
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**Executive**

**41530 Legal**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
4435	Maint Chrgs - Office Equipment	419	890	3,735	3,735	319.7
	Personal Computers	2 EA @	100.00		200	
	Laser Printers	2 EA @	40.00		80	
	Transcriber	1 EA @	20.00		20	
	Other Office Equipment				90	
	Typewriter	1 EA @	45.00		45	
	Copy Machine	1 EA @	500.00		500	
	McQuillan Software				1,800	
	Case Management Software				1,000	
4524	Public Liab Insurance	568	779	830	830	6.5
	Cost of NHMA Public Liability Insur				830	
4531	Telecommunications	3,420	2,500	2,500	2,500	0.0
	3 Telephone lines				1,500	
	Toll Charges				1,000	
	Includes wireless service.					
4534	Postage	156	800	800	800	0.0
	Estimated Postage Costs				800	
4580	Travel Expense	0	700	700	700	0.0
	Misc. travel reimbursement				700	
	Includes IACP Conference Travel					
<b>Total Purchased Services</b>		<b>57,229</b>	<b>40,107</b>	<b>48,565</b>	<b>48,565</b>	<b>21.1</b>

**Supplies**

4611	Office Supplies	1,951	2,000	2,000	2,000	0.0
	Computer, office & copier supplies				2,000	
4640	Publications	3,978	3,000	3,000	3,000	0.0
	Law Books, Publications and Updates				3,000	
	NH Revised Statutes Annotated					
	NH Practice Series					
	BNA - Criminal Law Reporter					
	NH Supreme Court Reports					
4681	Minor Equip, Furniture & Fxtrs	2,691	0	0	0	0.0
<b>Total Supplies</b>		<b>8,621</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>0.0</b>

**Capital Outlay**

4745	Computers & Communications Equip	226	0	0	0	0.0
<b>Total Capital Outlay</b>		<b>226</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>

**Other Expenses**

4810	Membership Dues	1,310	850	850	850	0.0
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**City of Dover**  
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**Executive**

**41530 Legal**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
	Membership dues				850	
	NH Bar Association (Mandatory)					
	IACP - Legal Officer's Section					
	National District Attorney Association					
4819	Fees & Charges	799	2,000	1,000	1,000	(50.0)
	Filing and Service Fees				1,000	
	Supreme Court Filing Fees					
	Sheriff Service Fees					
	Other Misc. charges and filing fees					
	<b>Total Other Expenses</b>	<b>2,109</b>	<b>2,850</b>	<b>1,850</b>	<b>1,850</b>	<b>(35.1)</b>
<b>Total 41530</b>	<b>Legal</b>	<b>211,071</b>	<b>206,023</b>	<b>229,103</b>	<b>214,502</b>	<b>4.1</b>

# EXECUTIVE

**Division: Business Assistance**

**Function 46510**

***Mission Statement:***

To stimulate a diversified and strong economic climate in Dover that will ensure job opportunities, an enhanced tax base and a superior quality of life for all citizens of Dover.

***Major Services/Responsibilities:***

- Promote local economic development and growth by interacting with local firms on issues pertinent to their continued success
- Recruitment of new businesses and industry
- Retention of existing business base
- To stay informed on issues and programs in both the private and public sector to better serve the business community

***Key Fiscal Year Objectives:***

- Continue to enhance the communication between existing businesses and the City of Dover to better address the needs of our business community
- Continue the cooperation and coordinated partnership with the area economic development leaders in stimulating a regional economic development effort
- Increase public and market awareness of Dover, related economic growth opportunities and capabilities
- Continue to focus on redevelopment efforts for the Cocheco Riverfront
- Facilitate the Main Street Program to maintain the vitality of our downtown.

***Performance Measures:***

Description	FY02 Act	FY03 Est	FY04 Est
Internal Contacts – existing, new or potential business regarding various topics	100	105	125
External Contacts – businesses looking to relocate their company. Contacts made via mail, phone or e-mail	250	310	315

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**1000 General Fund**

**Executive**

**46510 Business Assistance**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Personal Services</b>						
4110	Regular Salaried Employees	41,662	45,483	49,101	48,629	6.9
	Director of Business Assistance 40hr/wk				48,629	
4170	Longevity Pay	400	400	400	400	0.0
	Payment for years of service				400	
4211	Health Insurance	7,922	8,366	10,692	10,692	27.8
	Premiums to NHMA Health Ins. Trust				10,692	
4212	Dental Insurance	633	633	666	666	5.2
	Premiums to Dental Ins.				666	
4213	Life Insurance	114	126	136	134	6.3
	Premiums to NHMA for Life Insur.				134	
4220	FICA	2,532	2,717	2,917	2,888	6.3
	Cost of FICA - 6.20% of wages.				2,888	
4225	Medicare	592	635	682	675	6.3
	Cost of Medicare - 1.45% of wages				675	
4230	Retirement	1,739	2,049	2,921	2,893	41.2
	Cost of NH Retirement System payments.				2,893	
4240	Staff Development	182	1,500	1,560	1,560	4.0
	Professional Cert Prog for Ec Dev				1,000	
	NHEDA Quarterly Meetings	4 \$ @	25.00		100	
	Plan NH Meetings	4 \$ @	40.00		160	
	IEDC Seminar				300	
4260	Workers Comp Insurance	40	31	46	46	48.4
	Workers Comp allocation of self insur.				46	
4290	FSA Fees	66	58	58	58	0.0
	Admin fees - Flexible Spending Accts				58	
<b>Total Personal Services</b>		<b>55,882</b>	<b>61,998</b>	<b>69,179</b>	<b>68,641</b>	<b>10.7</b>
<b>Purchased Services</b>						
4435	Maint Chrgs - Office Equipment	140	140	160	160	14.3
	Computer	1 EA @	100.00		100	
	Laser Printer	1 EA @	40.00		40	
	UPS	1 EA @	20.00		20	
4524	Public Liab Insurance	284	383	433	433	13.1
	Cost of NHMA Public Liability Insur				433	
4531	Telecommunications	1,653	3,500	1,500	1,500	(57.1)

**City of Dover**  
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**Appropriations**

**1000 General Fund**

**Executive**

**46510 Business Assistance**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
	2 Telephone Lines	12 MO @	35.00		420	
	Toll Charges	12 MO @	90.00		1,080	
	Includes wireless service.					
4534	Postage	178	400	300	300	(25.0)
	Regular postage				200	
	20 Promotional Kits regular mail				50	
	4 Promotional Kits express mail				50	
4540	Advertising	5,315	10,000	9,760	5,000	(50.0)
	Business NH Magazine	4 EA @	440.00		1,760	
	Cooperative advertising with local communities (Rochester, Somersworth, Portsmouth and the Pease Development Authority), as well as state-wide cooperative and national advertising					
	Business NH Services Guide				500	
	NH Business Review Book of Lists				500	
	National Ad-Business Card Listings	5 EA @	300.00		1,500	
	Local Advertising				500	
	Regional Ec Dev Web Page				4,000	
	Development, Maintenance & Hosting.					
	NEDA Advertising				1,000	
	CM reduction				(4,760)	
4550	Printing & Binding	0	250	250	250	0.0
	Reports & Econ. Develop. materials				250	
	Waterfront Charette					
4580	Travel Expense	3,152	4,000	3,715	2,000	(50.0)
	4 NEDA Board of Dir Mtgs				120	
	Travel to various cities and towns in NH for economic development; to attend meetings and seminars, and as board member to various organizations					
	Boston Training Class				60	
	6 DRED Meetings				175	
	3 United Way Meetings				30	
	Educations Course				350	
	4 Tri Chamber Meetings				50	
	NHMA Annual Meeting				30	
	NHEDA Quarterly Meetings				210	
	DRED Annual Meeting				30	
	IEDC Seminar- Baltimore				600	
	4 NEDA BOD Meetings				1,940	
	4 Seacoast Ec Dev Meetings				50	
	Seacoast Business Expo				15	
	Boston Trade Show				55	
	CM reduction				(1,715)	
<b>Total Purchased Services</b>		<b>10,723</b>	<b>18,673</b>	<b>16,118</b>	<b>9,643</b>	<b>(48.4)</b>

**Supplies**

4611	Office Supplies	449	1,600	1,500	500	(68.8)
	Paper, computer and office supplies				500	
	file folders, staples, calendars, name tag sleeves, PDA					
4631	Food	37	250	250	250	0.0
	Lunches with local/ potential businesses				250	

**City of Dover**  
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**Executive**

**46510 Business Assistance**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
4640	Publications	3,573	1,250	944	944	(24.5)
	New England Real Estate Journal				140	
	Misc				40	
	NH Business Review				28	
	Foster's Daily Democrat				250	
	Community Profiles				100	
	Tower Publishing				295	
	AEDC Journal				35	
	Business NH				28	
	NHMA Municipal Officials Directory				10	
	NHMA Town & City				18	
	<b>Total Supplies</b>	<b>4,059</b>	<b>3,100</b>	<b>2,694</b>	<b>1,694</b>	<b>(45.4)</b>
	<b>Other Expenses</b>					
4810	Membership Dues	1,060	1,000	983	858	(14.2)
	Chamber of Commerce				25	
	NHEDA				100	
	NEDA				325	
	IEDC				95	
	Plan NH				163	
	CIBOR				150	
	NH International Trade Assn					
4819	Fees & Charges	540	1,000	1,000	500	(50.0)
	Sign Changes at Industrial Parks				200	
	Refurbish Enterprise Park				300	
	Unforeseen Expenses					
	<b>Total Other Expenses</b>	<b>1,600</b>	<b>2,000</b>	<b>1,983</b>	<b>1,358</b>	<b>(32.1)</b>
<b>Total 46510</b>	<b>Business Assistance</b>	<b>72,263</b>	<b>85,771</b>	<b>89,974</b>	<b>81,336</b>	<b>(5.2)</b>

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**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Finance**

**Appropriations by Function**

Function	Description	Prior Year Actual	Current Year Budget	City Mgr Proposed	Dollar Change	% Chng
<b>1000</b>	<b>General Fund</b>					
41511	Finance	460,735	468,290	514,354	46,064	9.8
41513	Tax Assessment	240,273	271,444	325,600	54,156	20.0
41514	Tax Collection	167,481	173,183	184,136	10,953	6.3
	<b>Total 1000 General Fund</b>	<b>868,489</b>	<b>912,917</b>	<b>1,024,090</b>	<b>111,173</b>	<b>12.2</b>
	<b>Total for Department</b>	<b>868,489</b>	<b>912,917</b>	<b>1,024,090</b>	<b>111,173</b>	<b>12.2</b>

**Appropriations by Budget Category**

Fund	Description	Prior Year Actual	Current Year Budget	City Mgr Proposed	Dollar Change	% Chng
<b>1000</b>	<b>General Fund</b>					
	Personal Services	672,817	729,898	826,743	96,845	13.3
	Purchased Services	172,372	156,639	170,092	13,453	8.6
	Supplies	20,578	22,895	24,117	1,222	5.3
	Capital Outlay	0	0	0	0	0.0
	Other Expenses	2,722	3,485	3,138	(347)	(10.0)
	<b>Total 1000 General Fund</b>	<b>868,489</b>	<b>912,917</b>	<b>1,024,090</b>	<b>111,173</b>	<b>12.2</b>
	<b>Total for Department</b>	<b>868,489</b>	<b>912,917</b>	<b>1,024,090</b>	<b>111,173</b>	<b>12.2</b>

# FINANCE

## Division: Finance and Accounting

Function 41511

### ***Mission Statement:***

Handle the financial resources of the City in a safe, fair, accurate, efficient and professional manner to meet all areas of responsibilities, including compliance with Federal, State and local laws and generally accepted accounting principals, and to timely report the financial position and performance of the City to the City Council, management, debt underwriters and rating agencies.

### ***Major Services/Responsibilities:***

Cash management	Trust Fund Administration
Financial projections	Preparation of bid solicitations, analysis and resolutions
Electronic transfer of funds	Contract Processing
Debt financing	Audit and processing of accounts payable, payroll and cash receipts
Annual budget preparation and control	Accounting accruals
Tax and utility rate setting	Assist independent auditors
Compliance to generally accepted accounting principles	Account and bank reconciliations
Preparation of financial statements	Reconciliation of receivable subledgers accounts to general ledger
Preparation of Federal, State and misc. reports and surveys	Research and analysis
Capital Improvements Program preparation	

### ***Key Fiscal Year Objectives:***

- Implementation of new accounting standard – Government Accounting Standards Board (GASB) Statement 34 for fiscal year-end.
- Expansion of use of electronic imaging.
- Continue the propagation of financial information through use of the City's website.

### ***Performance Measures:***

Description	FY02 Act	FY03 Est	FY04 Est
Average Daily Cash Balance (includes major bond issue)	\$18.7M	\$17.0M	\$19.0M
Purchase Requisitions handled	274	308	400
Competitive Bids solicited	78	70	75
Formal Quotes solicited	33	30	35
Purchase Orders issued (including Field POs)	3,562	4,037	4,500
Separate funds administered	136	138	138
General Ledger accounts administered	6,831	6,696	7,100
General Ledger transactions processed	162,304	165,000	165,000
Batches processed	5,424	5,500	5,500
General Ledger transactions processed	162,304	159,000	160,000
Electronic Funds Transfers initiated	\$81M	\$90M	\$85M
Accounts Payable vouchers processed	12,814	13,080	13,000
Accounts Payable disbursements	\$27.7 mil	\$28.5M	\$28.0M
Payroll payments processed	17,916	18,408	18,500
Payroll Disbursements	\$8.3 mil	\$8.7M	\$9.0M
Total checks reconciled (including School)	32,654	33,200	33,400



**City of Dover**  
**Fiscal Year 2004 Budget**  
**July 1, 2003 - June 30, 2004**

**Appropriations**

**1000 General Fund**

**Finance**

**41511 Finance**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Personal Services</b>						
4110	Regular Salaried Employees	185,460	198,748	216,823	214,737	8.0
	Finance Director RFT 40 hr/wk				96,404	
	Senior Accountant RFT 40 hr/wk				58,299	
	Purchasing Agent RFT 40 hr/wk				60,034	
4115	Regular Hourly Employees	118,969	118,527	124,892	123,711	4.4
	Junior Accountant RFT 37 hr/wk				32,669	
	2 Bookkeepers RFT 1-40, 1-37 hr/wk				60,178	
	Secretary II 37 hr/wk				30,864	
4130	Overtime Pay	63	200	200	200	0.0
	OT at time and one-half (Budget)				200	
4170	Longevity Pay	2,124	2,436	4,000	4,000	64.2
	Payment for years of service				4,000	
4211	Health Insurance	57,987	61,824	79,012	79,012	27.8
	Premiums to NHMA Health Ins. Trust				79,012	
4212	Dental Insurance	3,826	3,364	3,937	3,937	17.0
	Premiums to Dental Ins.				3,937	
4213	Life Insurance	1,135	876	943	934	6.6
	Premiums to NHMA for Life Insur.				934	
4214	Disability Insurance	448	640	730	723	13.0
	Premiums for Disability Insur.				723	
4220	FICA	18,236	18,997	19,820	19,675	3.6
	Cost of FICA - 6.20% of wages.				19,675	
4225	Medicare	4,391	4,443	4,760	4,713	6.1
	Cost of Medicare - 1.45% of wages				4,713	
4230	Retirement	12,926	14,284	20,409	20,216	41.5
	Cost of NH Retirement System payments.				20,216	
4240	Staff Development	904	1,760	1,540	1,540	(12.5)
	Cost of tuition for work related courses	1 EA @	500.00		500	
	GFOA Annual Conference Registration Fee	2 EA @	350.00		700	
	NHGFOA Annual Conf Registration Fee	2 EA @	100.00		200	
	NHMA Annual Conf Registration Fee	2 EA @	70.00		140	
4260	Workers Comp Insurance	348	290	326	326	12.4
	Workers Comp allocation of self insur.				326	
4290	FSA Fees	132	58	173	173	198.3
	Admin fees - Flexible Spending Accts				173	
<b>Total Personal Services</b>		<b>406,948</b>	<b>426,447</b>	<b>477,565</b>	<b>473,897</b>	<b>11.1</b>

**City of Dover**  
**Fiscal Year 2004 Budget**  
**July 1, 2003 - June 30, 2004**

**Appropriations**

**1000 General Fund**

**Finance**

**41511 Finance**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Purchased Services</b>						
4311	Administrative Services	0	1,650	550	0	(100.0)
	Temporary help for vacation coverage	1 WK @	550.00			
4336	Medical Services	49	100	100	100	0.0
	Medical exam fees for new hires	1 EA @	100.00		100	
4339	Consulting Services	16,200	0	0	0	0.0
4435	Maint Chrgs - Office Equipment	8,738	9,741	11,187	11,187	14.8
	Financial Management Software Support:					
	General Ledger/Budgeting				2,272	
	Purchasing				1,723	
	Accounts Payable				2,072	
	Payroll				2,072	
	Personnel				1,723	
	DoverNet Maintenance:					
	PCs	8 EA @	100.00		800	
	Laser Printers - 8 PPM	2 EA @	40.00		80	
	Laser Printer - 24 PPM	1 EA @	40.00		40	
	Inkjet Printer	1 EA @	40.00		40	
	Uninter. Power Supplies (UPS)	8 EA @	20.00		160	
	Scanner	1 EA @	15.00		15	
	Typewriter Annual Maintenance	2 EA @	45.00		90	
	PC Software upgrades				100	
4524	Public Liab Insurance	1,638	2,035	2,183	2,183	7.3
	Cost of NHMA Public Liability Insur				2,183	
4531	Telecommunications	4,792	5,264	4,284	4,284	(18.6)
	Phone line charges - 8 Phones	12 MO @	327.00		3,924	
	Toll charges	12 MO @	30.00		360	
4534	Postage	5,671	5,555	5,494	5,494	(1.1)
	Vendor Payments	8,600 EA @	0.37		3,182	
	Bid Invitations	1,200 EA @	0.83		996	
	Reg & Field POs	520 EA @	0.37		192	
	Audit Report	17 EA @	0.83		14	
	General Correspondence	520 EA @	0.37		192	
	Special mailings	100 EA @	0.83		83	
	W-9 verifications	180 EA @	0.37		67	
	1099 Information returns	120 EA @	0.37		44	
	Bad check notifications-Restricted	80 EA @	7.92		634	
	Overnight services	6 EA @	15.00		90	
4540	Advertising	4,935	2,875	3,775	3,775	31.3
	Bid solicitations	75 EA @	45.00		3,375	
	Position ads	1 EA @	100.00		100	
	Auction Notices				300	
4550	Printing & Binding	2,500	2,500	2,500	2,500	0.0
	City's Fiscal Year Budget				2,500	
	55 Full Copies and 50 Summary Copies					

**City of Dover**  
**Fiscal Year 2004 Budget**  
**July 1, 2003 - June 30, 2004**

**Appropriations**

**1000 General Fund**

**Finance**

**41511 Finance**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
4580	Travel Expense	490	1,925	1,896	1,096	(43.1)
	GFOA Conf - Travel, lodging & meals				800	
	Mileage to other conf	200 MI @	0.36		72	
	Mileage for business related matters	400 MI @	0.36		144	
	Meals for business trips	8 EA @	10.00		80	
	<b>Total Purchased Services</b>	<b>45,013</b>	<b>31,645</b>	<b>31,969</b>	<b>30,619</b>	<b>(3.2)</b>

**Supplies**

4611	Office Supplies	3,500	3,411	3,217	3,217	(5.7)
	Cartridges for laser printer	8 EA @	45.00		360	
	Paper	3 CS @	25.00		75	
	Misc office supplies				1,200	
	Binders for Council Budget Copies	15 EA @	8.00		120	
	File Folders	5 BX @	14.00		70	
	Copies for bids	30,000 EA @	0.04		1,200	
	Copies of Capital Imp. Bgt. (50 copies)	2,800 EA @	0.04		112	
	Copies of Audit Report (17 copies)	600 EA @	0.04		24	
	Copies Report of Assessed Values	1,400 EA @	0.04		56	
	100 Copies					
4612	Operating Supplies	2,517	4,043	4,190	4,190	3.6
	Laser printer cartridges	10 EA @	110.00		1,100	
	Paper for laser printer	24 CS @	25.00		600	
	Window envelopes for checks	3 CS @	60.00		180	
	1099 Information Returns				55	
	W-2 Wage Statements				100	
	Binding Materials	220 EA @	1.25		275	
	Copies of financial reports (120 copies)	28,000 EA @	0.04		1,120	
	Copies of invoices to departments	6,000 EA @	0.04		240	
	Copies - Misc	13,000 EA @	0.04		520	
4640	Publications	1,664	1,979	1,831	1,831	(7.5)
	GASB annual subscription				170	
	Bank & S&L Financial Quarterly				950	
	City & State subscription				35	
	Grant Hotline				166	
	Misc books				50	
	GASB Codification - Purchased FY00				65	
	Governmental GAAP Guide - Purch FY02					
	GAAFR Blue Book - Purch FY02					
	Moningstar Principia Qtrly - Trust Funds				395	
4681	Minor Equip, Furniture & Fxtrs	506	0	200	0	0.0
	Calculator - replacement					
	<b>Total Supplies</b>	<b>8,188</b>	<b>9,433</b>	<b>9,438</b>	<b>9,238</b>	<b>(2.1)</b>

**Other Expenses**

4810	Membership Dues	587	765	600	600	(21.6)
	National Institute of Gov't Purchasing	1 EA @	295.00		295	
	Government Finance Officers' Association	1 EA @	195.00		195	
	NH GFOA	2 EA @	25.00		50	
	NE GFOA	2 EA @	15.00		30	
	NH LOGIN	3 EA @	10.00		30	

**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Appropriations**

**1000 General Fund**

**Finance**

**41511 Finance**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
	<i>Total Other Expenses</i>	587	765	600	600	(21.6)
<b>Total 41511 Finance</b>		<u>460,735</u>	<u>468,290</u>	<u>519,572</u>	<u>514,354</u>	<u>9.8</u>

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# FINANCE

**Division: Tax Assessment**

**Function 41513**

## ***Mission Statement:***

To increase the quantity and quality of professional appraisal and assessment services to the taxpayers and the public at large, through the application of advanced technology and modern management practices. To ensure equity and fairness in assessments each year, and to do this in a cost-effective manner.

## ***Major Services/Responsibilities:***

- Annual assessment of properties at market value
- Administration of tax exemptions and credits
- Field inspection of all properties
- Valuation of new building construction and subdivisions/mergers
- Maintain CAMA database and tax maps
- Process and resolve abatement applications
- Represent the City at the Board of Tax and Land Appeals and Superior Court
- Administer timber cutting, excavation and current use assessments
- Preparation of reports to the State

## ***Key Fiscal Year Objectives:***

- Continue annual assessment changes to maintain consistency with market value
- Progress toward digitizing all records and reduction of paper products in the office
- Prepare office for Fiscal Year 2005 certification by the NH Department of Revenue Administration

## ***Performance Measures:***

Description	FY02	FY03	FY04
	Actual	Actual	Estimates
Assessment to Market Ratio	89%	92%	95%
Coefficient of Dispersion	9.50	11.20	10.00
Taxable parcels	8,735	8,888	8,950
Abatement applications filed	260	150	100
Percent of abatement applications to taxable parcels	3.0%	1.5%	1.1%
Elderly and blind exemptions	226	239	274
Tax credits - Veterans	1,363	1,364	1,360
		Estimates	
Property transfers	1,038	1,050	1,056
Number of taxable parcels inspected	1,481	2,100	1,900
Percent of taxable parcels inspected	16.9%	23.6%	21.2%

**City of Dover**  
**Fiscal Year 2004 Budget**  
**July 1, 2003 - June 30, 2004**

**Appropriations**

**1000 General Fund**

**Finance**

**41513 Tax Assessment**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Personal Services</b>						
4115	Regular Hourly Employees	101,460	121,895	136,599	135,304	11.0
	Assessor (Contractual Basis)					
	Assistant Assessor RFT 40 hr/wk				48,095	
	Assessor Clerk RFT 40 hr/wk				30,615	
	Assessing Technician RFT 40 hr/wk				25,654	
	Data Collection Tech. RFT 40 hr/wk				30,940	
4130	Overtime Pay	263	500	200	200	(60.0)
	Overtime pay during periods of deadlines				200	
4211	Health Insurance	24,685	29,621	52,290	52,290	76.5
	Premiums to NHMA Health Ins. Trust				52,290	
4212	Dental Insurance	1,636	1,899	2,664	2,664	40.3
	Premiums to Dental Ins.				2,664	
4213	Life Insurance	240	288	377	373	29.5
	Premiums to NHMA for Life Insur.				373	
4220	FICA	6,016	7,347	8,076	7,995	8.8
	Cost of FICA - 6.20% of wages.				7,995	
4225	Medicare	1,407	1,718	1,889	1,870	8.8
	Cost of Medicare - 1.45% of wages				1,870	
4230	Retirement	3,445	4,619	7,553	7,481	62.0
	Cost of NH Retirement System payments.				7,481	
4240	Staff Development	1,336	1,290	1,220	1,220	(5.4)
	AI or IAAO Courses	2 EA @	400.00		800	
	Required to maintain certification					
	State Statutes Course	1 EA @	180.00		180	
	NHMA Conference	2 EA @	70.00		140	
	Technician Training	1 EA @	100.00		100	
4260	Workers Comp Insurance	444	157	469	469	198.7
	Workers Comp allocation of self insur.				469	
4290	FSA Fees	33	0	0	0	0.0
<b>Total Personal Services</b>		<b>140,965</b>	<b>169,334</b>	<b>211,337</b>	<b>209,866</b>	<b>23.9</b>
<b>Purchased Services</b>						
4311	Administrative Services	0	0	5,000	3,000	100.0
	UNH Interns to assist with CAMA convert.				3,000	
	Interns will assist with CAMA data conversion and State Certification preparation					
4312	Management Services	74,413	75,000	80,000	78,000	4.0
	Contract Assessor				78,000	

**City of Dover**  
**Fiscal Year 2004 Budget**  
**July 1, 2003 - June 30, 2004**

**Appropriations**

**1000 General Fund**

**Finance**

**41513 Tax Assessment**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
4334	Legal Services	1,820	0	0	0	0.0
4336	Medical Services	49	0	0	0	0.0
4341	Technical Services	300	664	4,508	4,508	578.9
	Mailing process fees:					
	Notifications for Changed Assessments	8,950 EA @	0.09		806	
	Data Mailers to Residential Properties	7,800 EA @	0.09		702	
	Professional Reproduction of Tax Maps				3,000	
	Needed for State Certification					
4435	Maint Chrgs - Office Equipment	6,275	6,557	7,237	7,237	10.4
	Property Tax Billing Software Support				2,072	
	CAMA Software Maintenance				3,200	
	Landisk Software Support				1,000	
	DoverNet Maintenance:					
	Personal Computers	7 EA @	100.00		700	
	Laser Printers	3 EA @	40.00		120	
	Uninter. Power Supply (UPS)	5 EA @	20.00		100	
	Typewriter Annual Maintenance	1 EA @	45.00		45	
4522	Vehicle & Equip Insurance	325	672	684	684	1.8
	Cost of NHMA Vehicle Insurance				684	
4524	Public Liab Insurance	517	797	883	883	10.8
	Cost of NHMA Public Liability Insur				883	
4531	Telecommunications	3,727	3,588	3,456	3,456	(3.7)
	Phone line charges - 5 Phones	12 MO @	178.00		2,136	
	Toll Charges	12 MO @	20.00		240	
	Cellular Phones - 2 phones	12 MO @	90.00		1,080	
4534	Postage	3,705	5,263	6,668	6,668	26.7
	Elderly Exemption Applications	202 EA @	0.37		75	
	Abatement Notifications	250 EA @	0.37		92	
	New Owner/Sales Verification	800 EA @	0.60		480	
	General Correspondence	1,590 EA @	0.37		588	
	Charitable Exemptions Forms	80 EA @	0.37		30	
	Notifications for Changed Assessments	8,950 EA @	0.28		2,506	
	Data Mailers to Residential Properties	7,800 EA @	0.29		2,262	
	Income & Expense Forms to Commercials	750 EA @	0.60		450	
	Re-mailing of returned Tax Bills	500 EA @	0.37		185	
4540	Advertising	240	75	75	75	0.0
	Newspaper ads and legal notices				75	
4580	Travel Expense	0	100	600	600	500.0
	Conferences travel & meals				100	
	Mandated by NH Statute					
	Dorm Room Accomodations for Training				500	
<b>Total Purchased Services</b>		<b>91,370</b>	<b>92,716</b>	<b>109,111</b>	<b>105,111</b>	<b>13.4</b>



**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Appropriations**

**1000 General Fund**

**Finance**

**41513 Tax Assessment**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Supplies</b>						
4611	Office Supplies	3,215	3,284	4,516	4,116	25.3
	Paper, pencils, envelopes, folders				600	
	HP 4000N Laser Cartridges	8 EA @	75.00		600	
	HP 1100 Laser Cartridges	6 EA @	52.00		312	
	Duplexer for HP 4000N Printer				190	
	Tax Bill Information Stuffer	8,950 EA @	0.04		358	
	Envelopes for notification notices	8,950 EA @	0.03		268	
	Envelopes for data mailers	7,800 EA @	0.03		234	
	Envelopes for data mailer responses	7,800 EA @	0.03		234	
	Central Stores - copies	33,000 EA @	0.04		1,320	
4626	Vehicle Fuels	319	500	550	550	10.0
	Unleaded gas for automobile				550	
	500 gallons @ \$1.10 per gallon					
4640	Publications	713	950	959	959	0.9
	Marshall Swift Residential				158	
	Marshall Swift Commercial				283	
	Legal Press				25	
	Appraisal Journals				45	
	Registry Review				148	
	Multiple Listing Service				300	
4654	Maint Supplies - Vehicles	205	1,000	1,000	1,000	0.0
	Oil Changes, Air Filters, Tires, Inspect	2 EA @	500.00		1,000	
4661	Fleet Maint Charge	2,700	2,700	2,700	2,700	0.0
	Division share of Fleet Maint. Budget	2 EA @	1,350.00		2,700	
4681	Minor Equip, Furniture & Fxtrs	232	360	680	680	88.9
	Filing Cabinets	3 EA @	100.00		300	
	Measuring Tapes	4 EA @	20.00		80	
	PC Software Upgrades				300	
<b>Total Supplies</b>		<b>7,384</b>	<b>8,794</b>	<b>10,405</b>	<b>10,005</b>	<b>13.8</b>
<b>Capital Outlay</b>						
4745	Computers & Communications Equip	0	0	1,400	0	0.0
	Computer Replcmnt - Data Collection Tech					
<b>Total Capital Outlay</b>		<b>0</b>	<b>0</b>	<b>1,400</b>	<b>0</b>	<b>0.0</b>
<b>Other Expenses</b>						
4810	Membership Dues	333	300	318	318	6.0
	Board of Realtors				143	
	NHAAO	1 EA @	20.00		20	
	IAAO	1 EA @	155.00		155	
4819	Fees & Charges	222	300	300	300	0.0
	Current use, tax deeds, etc.				300	

**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Appropriations**

**1000 General Fund**

**Finance**

**41513 Tax Assessment**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
	<i>Total Other Expenses</i>	555	600	618	618	3.0
<b>Total 41513</b>	<b>Tax Assessment</b>	240,273	271,444	332,871	325,600	20.0

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# FINANCE

**Division: Tax Collection**

**Function 41514**

***Mission Statement:***

The safe and accurate collection and timely deposit of city moneys while serving customers in a professional and courteous manner.

***Major Services/Responsibilities:***

Processing and issuance of motor vehicle permits and title applications  
Collection and deposit of property taxes, motor vehicle permits, utility payments and departmental deposits  
Daily deposit of and accounting of collections  
Utility billing  
Preparation of reports to the State

***Key Fiscal Year Objectives:***

Investigate the use of the Internet for tax payments  
Progress to use credit card for tax and utility bill payments

***Performance Measures:***

Description	FY02 Act	FY03 Est	FY04 Est
Invoices posted in Accounts Receivable	48,540	55,400	56,000
Payment & Credit transactions posted in AR	169,953	171,000	172,000
Total deposit items to bank	78,882	80,500	81,000
Portion of deposit items processed through Lock Box	38,386	38,640	38,880
Percent of deposit items processed through Lock Box	48.0%	48.0%	48.0%
Departmental deposits handled	1,533	1,600	1,700
Motor Vehicle Permits issued	29,190	30,100	30,600
Motor Vehicle Permits processed per full time employee	8,713	8,852	9,000
Portion of Motor Vehicles Permits Renewed by mail	6,025	6,148	6,240
Percent of vehicles renewed by mail	20.6%	20.4%	20.4%
Property Tax bills issued	17,470	17,776	17,900
Utility bills issued	29,568	31,200	31,300

**City of Dover**  
**Fiscal Year 2004 Budget**  
**July 1, 2003 - June 30, 2004**

**Appropriations**

**1000 General Fund**

**Finance**

**41514 Tax Collection**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Personal Services</b>						
4110	Regular Salaried Employees	55,141	58,396	60,617	60,034	2.8
	Tax Collector RFT 40 hr/wk				60,034	
4115	Regular Hourly Employees	42,377	44,696	46,798	46,349	3.7
	Deputy Tax Collector RFT 37 hr/wk				32,462	
	Collection Agent RPT 20 hr/wk				13,887	
	In addition: 2 Collection Agents (Budgeted 1 Water and 1 Sewer) 1 Bookkeeper (Budgeted in Water Fund)					
4130	Overtime Pay	41	1,000	200	200	(80.0)
	Peak times during tax bills/tax liens				200	
4170	Longevity Pay	1,404	1,404	2,800	2,800	99.4
	Payment for years of service				2,800	
4211	Health Insurance	12,921	13,730	17,547	17,547	27.8
	Premiums to NHMA Health Ins. Trust				17,547	
4212	Dental Insurance	957	957	1,008	1,008	5.3
	Premiums to Dental Ins.				1,008	
4213	Life Insurance	253	248	258	255	2.8
	Premiums to NHMA for Life Insur.				255	
4220	FICA	6,087	6,433	6,723	6,659	3.5
	Cost of FICA - 6.20% of wages.				6,659	
4225	Medicare	1,424	1,504	1,572	1,557	3.5
	Cost of Medicare - 1.45% of wages				1,557	
4230	Retirement	3,572	4,125	5,687	5,634	36.6
	Cost of NH Retirement System payments.				5,634	
4240	Staff Development	631	1,550	1,530	830	(46.5)
	Books/Tuition for work-related courses					
	Clerk's Convention				350	
	Tax Convention (Mandated by Statute)				350	
	Annual Workshop (Portsmouth, NH)				25	
	Seacoast Regional (2 persons)				50	
	Strafford County Tax Collector Meeting				25	
	Tax & Clerk Confs - Reg. Fees				30	
4260	Workers Comp Insurance	98	74	107	107	44.6
	Workers Comp allocation of self insur.				107	
<b>Total Personal Services</b>		<b>124,905</b>	<b>134,117</b>	<b>144,847</b>	<b>142,980</b>	<b>6.6</b>

**Purchased Services**

4341	Technical Services	3,335	3,423	3,612	3,612	5.5
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**City of Dover**  
**Fiscal Year 2004 Budget**  
**July 1, 2003 - June 30, 2004**

**Appropriations**

**1000 General Fund**

**Finance**

**41514 Tax Collection**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
	Process tax bill mailing (twice a year)	17,900	EA @ 0.04		716	
	Folding Fee				213	
	\$12.50 per 1,000					
	Mailing service for vehicle renewal				1,200	
	17,500 renewals; \$100.00 per month					
	Mailing service for state forms	17,900	EA @ 0.05		895	
	Pickup of billings	15	EA @ 12.50		188	
	Process lien notices	1,100	EA @ 0.37		400	
	Create file, download, labels and express ship documents					
4435	Maint Chrgs - Office Equipment	14,150	8,551	9,809	9,809	14.7
	Accounts Receivable Software Support				2,072	
	Computerized MV Registration				6,297	
	Sentry System rental/maintenance				320	
	Misc Office Machine Repairs				200	
	DoverNet Maintenance:					
	PCs	5	EA @ 100.00		500	
	Laser Printer	1	EA @ 40.00		40	
	Dot Matrix Printers	5	EA @ 20.00		100	
	Universal Surge Protectors	5	EA @ 20.00		100	
	Typewriter Annual Maintenance	4	EA @ 45.00		180	
4524	Public Liab Insurance	587	789	826	826	4.7
	Cost of NHMA Public Liability Insur				826	
4531	Telecommunications	3,445	3,036	3,264	3,264	7.5
	Phone line charges - 6 Phone	12	MO @ 242.00		2,904	
	Toll Charges	12	MO @ 30.00		360	
4534	Postage	14,106	16,400	16,772	16,772	2.3
	Property Tax Bills (mailed twice a year)	17,012	EA @ 0.28		4,763	
	Property Tax Bills (other mailings)	888	EA @ 0.37		329	
	Tax Delinquent Notices	700	EA @ 0.37		259	
	Certified Tax Lien Notices	650	EA @ 4.42		2,873	
	Certified Impending Deeding Notices	125	EA @ 4.42		553	
	Certified Impending Deeding to Lienhldr	125	EA @ 4.42		552	
	Certified Lien Notice to Mortgagee	225	EA @ 4.42		995	
	Misc. postage for correspondence	1,560	EA @ 0.37		577	
	Vehicle Renewal by Mail	15,500	EA @ 0.29		4,495	
	Vehicle Renewal by Mail - others	2,000	EA @ 0.37		740	
	Vehicle Renewal - no postage enclosed	570	EA @ 0.37		211	
	Annual 1st class presort fee				125	
	Lock Box Rental				300	
4540	Advertising	194	0	0	0	0.0
4580	Travel Expense	173	79	79	79	0.0
	Mileage to 2 conferences				56	
	Mileage to Seacoast Regional Meeting				15	
	Mileage to Annual Workshop				8	
<b>Total Purchased Services</b>		<b>35,990</b>	<b>32,278</b>	<b>34,362</b>	<b>34,362</b>	<b>6.5</b>

**Supplies**

4611	Office Supplies	3,362	1,900	1,900	1,900	0.0
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**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Appropriations**

**1000 General Fund**

**Finance**

**41514 Tax Collection**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
	Central Stores Copies	11,500 EA @	0.04		460	
	Paper, pens, ribbons, adding mach. tape				1,440	
4612	Operating Supplies	1,094	2,768	2,974	2,974	7.4
	Property Tax bill forms	20,000 EA @	0.02		310	
	2-part receipts	2,200 EA @	0.10		220	
	Automobile "Red" Books	3 EA @	83.00		249	
	#10 Billing envelopes (taxes)	17,900 EA @	0.03		537	
	#9 Return envelopes	17,900 EA @	0.02		358	
	Small envelopes	1,000 EA @	0.04		40	
	#10 Billing Envelopes - Vehicle Renewals	17,500 EA @	0.03		480	
	#9 Return Envelopes - Vehicle Renewals	17,500 EA @	0.04		700	
	#10 Window envelopes (liens)	1,000 EA @	0.04		35	
	#10 Plain Envelopes - Misc. Corr.	1,000 @	0.04		35	
	Annual Update of Law (taxes)				10	
4681	Minor Equip, Furniture & Fxtrs	550	0	0	0	0.0
	<b>Total Supplies</b>	<b>5,006</b>	<b>4,668</b>	<b>4,874</b>	<b>4,874</b>	<b>4.4</b>
<b>Other Expenses</b>						
4810	Membership Dues	20	40	40	40	0.0
	NHTCA				20	
	NH Town & City Clerks				20	
4819	Fees & Charges	1,560	2,080	1,880	1,880	(9.6)
	Recording and filing at Registry:					
	Tax lien recording	350 EA @	2.00		700	
	Redemptions	400 EA @	2.00		800	
	Mortgagee search before deeding	8 EA @	10.00		80	
	Current use, tax deeds, etc.				300	
	<b>Total Other Expenses</b>	<b>1,580</b>	<b>2,120</b>	<b>1,920</b>	<b>1,920</b>	<b>(9.4)</b>
<b>Total 41514</b>	<b>Tax Collection</b>	<b>167,481</b>	<b>173,183</b>	<b>186,003</b>	<b>184,136</b>	<b>6.3</b>

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**City of Dover**  
**Fiscal Year 2004 Budget**  
July 1, 2003 - June 30, 2004

**Planning**

**Appropriations by Function**

<u>Fund</u>	<u>Description</u>	<u>Prior Year Actual</u>	<u>Current Year Budget</u>	<u>City Mgr Proposed</u>	<u>Dollar Change</u>	<u>% Chng</u>
<b>1000</b>	<b>General Fund</b>					
	41910 Planning	281,695	309,956	307,602	(2,354)	(0.8)
	42420 Bldng Inspection	254,747	275,493	304,782	29,289	10.6
	<b>Total 1000 General Fund</b>	<b>536,442</b>	<b>585,449</b>	<b>612,384</b>	<b>26,935</b>	<b>4.6</b>
<b>2100</b>	<b>CDBG - Entitlement</b>					
	46311 CDBG Admin	97,344	109,139	106,632	(2,507)	(2.3)
	46323 Housing Rehab	19,350	21,200	22,671	1,471	6.9
	46341 Public Facilities	143,196	212,386	201,921	(10,465)	(4.9)
	46348 Public Services	191,343	85,075	86,605	1,530	1.8
	46525 Econ Dev Assist	19,340	20,800	22,271	1,471	7.1
	<b>Total 2100 CDBG - Entitlement</b>	<b>470,573</b>	<b>448,600</b>	<b>440,100</b>	<b>(8,500)</b>	<b>(1.9)</b>
<b>Total for Department</b>		<b>1,007,015</b>	<b>1,034,049</b>	<b>1,052,484</b>	<b>18,435</b>	<b>1.8</b>

**Appropriations by Budget Category**

<u>Fund</u>	<u>Description</u>	<u>Prior Year Actual</u>	<u>Current Year Budget</u>	<u>City Mgr Proposed</u>	<u>Dollar Change</u>	<u>% Chng</u>
<b>1000</b>	<b>General Fund</b>					
	Personal Services	473,425	532,355	557,798	25,443	4.8
	Purchased Services	38,563	27,710	26,678	(1,032)	(3.7)
	Supplies	11,445	12,780	13,176	396	3.1
	Capital Outlay	0	0	0	0	0.0
	Other Expenses	13,009	12,604	14,732	2,128	16.9
	<b>Total 1000 General Fund</b>	<b>536,442</b>	<b>585,449</b>	<b>612,384</b>	<b>26,935</b>	<b>4.6</b>
<b>2100</b>	<b>CDBG - Entitlement</b>					
	Personal Services	125,649	146,051	145,536	(515)	(0.4)
	Purchased Services	4,891	4,638	5,638	1,000	21.6
	Supplies	428	450	400	(50)	(11.1)
	Capital Outlay	4,999	146,386	0	(146,386)	0.0
	Other Expense	334,606	151,075	288,526	137,451	91.0
	Operating Transfers Out	0	0	0	0	0.0
	<b>Total 2100 CDBG - Entitlement</b>	<b>470,573</b>	<b>448,600</b>	<b>440,100</b>	<b>(8,500)</b>	<b>(1.9)</b>
<b>Total for Department</b>		<b>1,007,015</b>	<b>1,034,049</b>	<b>1,052,484</b>	<b>18,435</b>	<b>1.8</b>

# PLANNING

**Division: Planning**

**Function 41910**

## ***Mission Statement:***

To facilitate the process of determining Dover's long-range development goals and advocate the implementation of these goals once they are established with particular emphasis on economic development; to serve the public as a source of information and data about the community; to develop and fairly administer regulatory processes that apply to development and construction with an emphasis on assisting the public, and to provide expertise for special projects with emphasis on GIS, economic development, transportation and land use.

## ***Major Services/Responsibilities:***

- Maintain and implement the City's Master Plan
- Maintain and administer the approval process for development and subdivision of land
- Staff the Planning Board, Conservation Commission, Zoning Board of Adjustment and City Council for their respective land use and development issues
- Participate in the City's Geographic Information System
- Serve as an information source on the City and development process for the public, City departments and applicants
- Represent the City on regional and state committees and projects
- Conduct research and grant writing
- Conduct special projects as assigned by the City Manager or any of the City's Boards and Commissions

## ***Key Fiscal Year Objectives:***

- Complete an analysis of downtown traffic and parking needs and improvements
- Develop a downtown transit loop plan
- Propose rezoning initiatives to meet the goals and objectives of the City's Master Plan
- Continue to increase the efficiency of the department through the use of the Geographic Information System (GIS)
- Continue staff development on the GIS
- Continue updating tax maps and property records
- Support economic development within the City including riverfront development, downtown redevelopment and rezoning initiatives
- Assist other City departments with program development and long-range planning
- Continue to develop and propose Impact Fees
- Assert Dover's priorities in regional and state projects such as the State Ten Year Transportation Improvement Plan, Pease Redevelopment, Regional Economic Development, Exit 10, Cocheco River Dredging and the NH Main Street Program
- Continue to increase the interaction with citizens and community organizations in an ongoing effort to familiarize the department with the wants and needs of the City
- Promote McConnell Center reuse

## ***Performance Measures:***

Description	FY02 Act	FY03 Est	FY04 Est
Interact and process public inquiries	11,500	23,500	24,800
Subdivision: Number of Lots/Housing units	260	250	250
Site Review: Building Square Footage	192,561	200,000	200,000

**City of Dover**  
**Fiscal Year 2004 Budget**  
**July 1, 2003 - June 30, 2004**

**Appropriations**

**1000 General Fund**

**Planning**

**41910 Planning**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Personal Services</b>						
4110	Regular Salaried Employees	135,090	172,528	238,757	164,447	(4.7)
	Planning Director RFT 40 hrs/wk				85,026	
	Less amount paid CDBG				(12,754)	
	Planner RFT 40 hr/wk				63,048	
	Less amount paid CDBG				(18,915)	
	Planner RFT 40 hr/wk				63,048	
	Planner RFT 40 hr/wk				53,742	
	Less amount charged to DoverNet				(10,748)	
	Amounts charged to Trans Impr Plan				(58,000)	
4115	Regular Hourly Employees	20,192	19,480	23,590	23,356	19.9
	Secretary II RFT 40 hr/wk				33,366	
	Less amount paid CDBG				(10,010)	
4120	Temporary Employees	12,811	17,147	0	0	(100.0)
	Temporary Employees Transportation Plan					
4130	Overtime Pay	1,410	2,300	2,300	2,300	0.0
	OTPlan. Bd., ZBA Mtgs., Conserv. Com				2,300	
4170	Longevity Pay	2,136	1,917	3,220	3,140	63.8
	Payment for years of service				3,140	
4211	Health Insurance	42,322	31,100	41,149	39,815	28.0
	Premiums to NHMA Health Ins. Trust				39,815	
4212	Dental Insurance	2,561	1,777	2,204	2,150	21.0
	Premiums to Dental Ins.				2,150	
4213	Life Insurance	805	531	724	678	27.7
	Premiums to NHMA for Life Insur.				678	
4214	Disability Insurance	1,256	535	572	542	1.3
	Premiums for Disability Insur.				542	
4220	FICA	10,899	14,325	16,127	15,256	6.5
	Cost of FICA - 6.20% of wages.				15,256	
4225	Medicare	2,549	3,350	3,809	3,568	6.5
	Cost of Medicare - 1.45% of wages				3,568	
4230	Retirement	6,777	8,789	15,849	14,869	69.2
	Cost of NH Retirement System payments.				14,869	
4240	Staff Development	240	3,000	3,000	3,000	0.0
	Seminars & conf. for staff/board members				3,000	
4260	Workers Comp Insurance	228	170	267	267	57.1
	Workers Comp allocation of self insur.				267	
4290	FSA Fees	99	58	58	58	0.0

**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Appropriations**

**1000 General Fund**

**Planning**

**41910 Planning**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
	Admin fees - Flexible Spending Accts				58	
	<b>Total Personal Services</b>	<b>239,375</b>	<b>277,007</b>	<b>351,626</b>	<b>273,446</b>	<b>(1.3)</b>

**Purchased Services**

4339	Consulting Services	9,517	0	0	0	0.0
4435	Maint Chrgs - Office Equipment	1,603	560	665	665	18.8
	Personal computers	5 EA @	100.00		500	
	Laser Printer	2 EA @	40.00		80	
	Impact Printers	2 EA @	20.00		40	
	Typewriter	1 EA @	45.00		45	
4524	Public Liab Insurance	882	1,255	1,533	1,533	22.2
	Cost of NHMA Public Liability Insur				1,533	
4531	Telecommunications	2,880	1,000	1,000	2,300	130.0
	Telephone lines and toll charges				2,300	
4534	Postage	6,064	8,000	5,000	5,000	(37.5)
	Regular postage and certified mailings				5,000	
	Certified mailings for public hearings.					
	Abutter notification is reimbursed by applicants to the Planning Board					
4540	Advertising	4,274	4,000	4,000	4,000	0.0
	Legal ads for posting public hearings				4,000	
	Reimbursed by applicants to Planning Board					
4550	Printing & Binding	5	500	500	500	0.0
	Printing Master Plan Documents, brochures and pamphlets for public information				500	
4580	Travel Expense	1,015	1,500	1,500	1,500	0.0
	Site visits, out of town meetings, etc.				1,500	
	<b>Total Purchased Services</b>	<b>26,240</b>	<b>16,815</b>	<b>14,198</b>	<b>15,498</b>	<b>(7.8)</b>

**Supplies**

4611	Office Supplies	3,020	3,604	4,000	4,000	11.0
	Supplies for staff, boards & commissions				4,000	
4631	Food	108	0	0	0	0.0
4640	Publications	427	400	400	400	0.0
	Technical planning books/publications				200	
	Conservation Commission books				200	
	<b>Total Supplies</b>	<b>3,555</b>	<b>4,004</b>	<b>4,400</b>	<b>4,400</b>	<b>9.9</b>

**Other Expenses**

**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Appropriations**

**1000 General Fund**

**Planning**

**41910 Planning**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
4810	Membership Dues	11,986	12,130	14,258	14,258	17.5
	Strafford Regional Planning				14,258	
4819	Fees & Charges	540	0	0	0	0.0
	<b>Total Other Expenses</b>	<b>12,526</b>	<b>12,130</b>	<b>14,258</b>	<b>14,258</b>	<b>17.5</b>
<b>Total 41910</b>	<b>Planning</b>	<b>281,695</b>	<b>309,956</b>	<b>384,482</b>	<b>307,602</b>	<b>(0.8)</b>

# PLANNING

**Division: Inspection Division**

**Function 42420**

## ***Mission Statement:***

Administer the City's Codes, Ordinances and Regulations in a fair, efficient and professional manner to ensure the quality of the building stock and to preserve the tax base of Dover, while providing assistance in a timely manner to the applicants seeking approvals and permits.

## ***Major Services/Responsibilities:***

- Serve as the single point of contact for applicants for construction permits
- Assist with the permit process and answer zoning inquiries
- Coordinate interdepartmental comments during the permit process
- Building, plumbing and electrical plan review and permit issuance
- On-site inspections
- Zoning Administration
- Administer Health Regulations

## ***Key Fiscal Year Objectives:***

- Increase efficiencies within the department to decrease length of time for permit approval process
- Maintain the user-friendly permit process
- Continue professional development of the staff
- Review and recommend amendments to the zoning ordinance
- Initiate amendment process to adopt new building codes
- Further computerize the department for increased data and inspection efficiencies

## ***Performance Measures:***

Description	FY02 Act	FY03 Est	FY04 Est
Building Permits	740	750	775
Electrical Permits	676	725	750
Plumbing and Health Permits	404	425	430
Health Licenses	150	160	165
Building Inspections	1,664	1,750	1,800
Electrical Inspections	1,859	1,900	1,925
Plumbing Inspections	1,120	1,200	1,225
Health Inspections	139	250	275

**City of Dover**  
**Fiscal Year 2004 Budget**  
**July 1, 2003 - June 30, 2004**

**Appropriations**

**1000 General Fund**

**Planning**

**42420 Bldg Inspection**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Personal Services</b>						
4110	Regular Salaried Employees	57,907	61,329	63,661	63,048	2.8
	Building Official RFT 40 hr/wk				63,048	
4115	Regular Hourly Employees	120,004	127,672	132,918	131,635	3.1
	Electrical Inspector RFT 40 hr/wk				49,339	
	Plumbing/Health Inspector RFT 40 hr/wk				49,339	
	Secretary II RFT 40 hr/wk				32,957	
4130	Overtime Pay	510	600	600	600	0.0
	ZBA meetings for 1 employee				600	
4170	Longevity Pay	1,560	1,248	2,000	2,000	60.3
	Payment for years of service				2,000	
4211	Health Insurance	27,949	36,070	55,504	55,504	53.9
	Premiums to NHMA Health Ins. Trust				55,504	
4212	Dental Insurance	2,116	2,533	2,664	2,664	5.2
	Premiums to Dental Ins.				2,664	
4213	Life Insurance	483	522	543	537	2.9
	Premiums to NHMA for Life Insur.				537	
4220	FICA	11,102	11,487	11,898	11,781	2.6
	Cost of FICA - 6.20% of wages.				11,781	
4225	Medicare	2,597	2,687	2,783	2,755	2.5
	Cost of Medicare - 1.45% of wages				2,755	
4230	Retirement	7,530	8,521	11,752	11,640	36.6
	Cost of NH Retirement System payments.				11,640	
4240	Staff Development	385	1,225	1,225	500	(59.2)
	2002 Electrical Code Update		150.00		150	
	Seminars and workshops for staff		275.00		275	
	University of MA conferences, law lectures, technical courses and seminars, secretarial workshops and seminars and health officer seminars					
	N.E. Food & Drug Off. Assoc.		20.00		20	
	N. H. Building Official		25.00		25	
	N. H. Health Officer Assoc. Mtg.		15.00		15	
	Planning Conference (ZBA)		15.00		15	
4260	Workers Comp Insurance	1,841	1,396	1,573	1,573	12.7
	Workers Comp allocation of self insur.				1,573	
4290	FSA Fees	66	58	115	115	98.3
	FSA				115	
<b>Total Personal Services</b>		<b>234,051</b>	<b>255,348</b>	<b>287,236</b>	<b>284,352</b>	<b>11.4</b>

**City of Dover**  
**Fiscal Year 2004 Budget**  
**July 1, 2003 - June 30, 2004**

**Appropriations**

**1000 General Fund**

**Planning**

**42420 Bldng Inspection**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Purchased Services</b>						
4341	Technical Services	0	100	100	100	0.0
	State Lab lead & asbestos testing				100	
4435	Maint Chrgs - Office Equipment	368	393	480	480	22.1
	Computers - service contract	3 EA @	100.00		300	
	Laser Printer-service contract	1 EA @	40.00		40	
	Typewriter - service contract	1 EA @	45.00		45	
	Toner for printer	1 EA @	95.00		95	
4443	Rental of Equipment	1,101	1,080	1,063	1,063	(1.6)
	Copier with ADF	12 MO			1,063	
4522	Vehicle & Equip Insurance	974	1,008	1,026	1,026	1.8
	Cost of NHMA Vehicle Insurance				1,026	
4524	Public Liab Insurance	901	1,212	1,299	1,299	7.2
	Cost of NHMA Public Liability Insur				1,299	
4531	Telecommunications	5,351	2,740	3,460	3,460	26.3
	Phone lines and toll charges				1,000	
	3 cell phones \$1,620					
	3 Cell phones				2,160	
	Fax Machine Line				300	
4534	Postage	1,423	1,200	1,500	1,500	25.0
	General postage and ZBA				1,500	
4540	Advertising	1,086	2,000	2,000	1,000	(50.0)
	ZBA Advertising (partially reimbursed)				1,000	
4550	Printing & Binding	1,118	862	952	952	10.4
	Electrical Permit Applications	1,000 @	115.00		115	
	Building Permit Applications	1,000 @	143.00		143	
	Building Permit Cards	1,000 @	129.00		129	
	Plumbing Permit Applications	1,000 @	115.00		115	
	Health Dept. Inspection Reports	1,000 @	100.00		100	
	Building Dept. Stationery	1,000 @	100.00		100	
	Building Dept. Envelopes	1,000 @	150.00		150	
	Business Cards for 3 Inspectors	1,500 @	100.00		100	
4580	Travel Expense	0	300	300	300	0.0
	Out of town coverage/travel				300	
	Coverage when City vehicles are out of service					
<b>Total Purchased Services</b>		<b>12,323</b>	<b>10,895</b>	<b>12,180</b>	<b>11,180</b>	<b>2.6</b>

**Supplies**

4611	Office Supplies	1,183	1,000	1,000	1,000	0.0
	Office, computer and misc. supplies				1,000	
	Including Health and ZBA					
4626	Vehicle Fuels	1,348	1,500	1,500	1,500	0.0



**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Appropriations**

**1000 General Fund**

**Planning**

**42420 Bldng Inspection**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
	Gasoline/fuel for 3 vehicles				1,500	
4640	Publications	158	626	626	626	0.0
	NEC	1 EA @	150.00		150	
	BOCA	3 EA @	42.00		126	
	BOCA update	1 EA @	200.00		200	
	ZBA & Misc. (Elec. Plumb. & Mech.)				150	
4654	Maint Supplies - Vehicles	906	1,500	1,500	1,500	0.0
	Tires, parts, lubricants & repairs 3 veh				1,500	
4661	Fleet Maint Charge	4,050	4,050	4,050	4,050	0.0
	Division share of vehicle maint. charges	3 @	1,350.00		4,050	
4681	Minor Equip, Furniture & Fxtrs	245	100	100	100	0.0
	GFI Curcuit Tester (Elec. Inspector)				100	
<b>Total Supplies</b>		<b>7,890</b>	<b>8,776</b>	<b>8,776</b>	<b>8,776</b>	<b>0.0</b>
<b>Other Expenses</b>						
4810	Membership Dues	475	474	474	474	0.0
	BOCA				125	
	NHBOA				25	
	Electrical License				60	
	Plumbing License				125	
	Vehicle Registrations	3 EA @	3.00		9	
	IAEI (Electrical)				60	
	NH Health Officers Assoc.				10	
	BOCA Cert. Renewal				60	
4819	Fees & Charges	8	0	0	0	0.0
<b>Total Other Expenses</b>		<b>483</b>	<b>474</b>	<b>474</b>	<b>474</b>	<b>0.0</b>
<b>Total 42420 Bldng Inspection</b>		<b>254,747</b>	<b>275,493</b>	<b>308,666</b>	<b>304,782</b>	<b>10.6</b>

# PLANNING

**Division: Community Development Fund      Function: 2100-46311**

## ***Mission Statement:***

Create a viable urban environment through the improvement of housing and employment opportunities for low and moderate income people and through improving and/or expanding public facilities and services.

## ***Major Services/Responsibilities:***

Review loan applications to the Housing & Economic Loan Programs.  
 Preparation of all closing documents and payment administration of all approved loans  
 Prepare scope of work, solicit bids, prepare bid analysis/results, contracts and change orders and inspection reports of projects.  
 Develop annual CDBG grant application to HUD.  
 Solicit CDBG grant proposals.  
 Verify compliance with Federal laws (Davis-Bacon Wage Rates) for all CDBG-funded projects.  
 Develop the annual Grantee Performance Report.  
 Create annual consolidated Plan Performance Report for HUD.  
 Monitor 30 to 50 outstanding loans, projects and subrecipients.

## ***Key Fiscal Year Objectives:***

- To provide increased employment opportunities to low/moderate income persons
- To rehabilitate and improve the housing stock of the City of Dover
- Close out all public facility projects and human service contracts by year's end
- To plan and construct public improvements
- To provide increased education, health and human services to Dover's low and moderate income residents
- To complete an analysis of impediments to fair housing choices in the City of Dover
- Set-up and draw down of Federal funds owed to the City as required for the program
- Address the needs of older housing, which pose lead-based paint hazards and implement HUD's new lead-based paint regulations.

## ***Performance Measures:***

Description	FY02 Act	FY03 Est	FY04 Est
Multi-family rehabilitation	\$3,300	\$0	\$8,000
Single family rehabilitation	\$36,445	\$21,000	\$25,000
Economic Development Loans	\$0	\$80,000	\$75,000
Public Service Expenditures	\$87,894	\$87,075	\$88,605

**City of Dover**  
**Fiscal Year 2004 Budget**  
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**Appropriations**

**2100 CDBG - Entitlement**

**Planning**

**46311 CDBG Admin**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Personal Services</b>						
4110	Regular Salaried Employees	0	0	64,388	63,193	100.0
	Planning Director (15%)				12,754	
	Portion of salary Re: 1000-41910-4110-0000-00-18					
	CDBG Coordinator RFT 40 hr/wk				63,048	
	Less DELP Admin.				(15,762)	
	Less HRL Admin.				(15,762)	
	Planner RFT 40/hrwk (30%)				18,915	
	Portion of wage re: 1000-41910-4115-0000-00-18					
4115	Regular Hourly Employees	0	0	10,110	10,010	100.0
	Secretary II RFT 40 hrs/wk (30%)				10,010	
	Portion of wage re: 1000-41910-4115-0000-00-18					
4170	Longevity Pay	0	0	1,380	1,380	100.0
	Payment for years of service				1,380	
4211	Health Insurance	0	0	14,378	14,378	100.0
	Premiums to NHMA Health Ins. Trust				14,378	
4212	Dental Insurance	0	0	735	735	100.0
	Premiums to Dental Ins.				735	
4213	Life Insurance	0	0	206	202	100.0
	Premiums to NHMA for Life Insur.				202	
4214	Disability Insurance	0	0	101	96	100.0
	Premiums for Disability Insur.				96	
4220	FICA	0	0	4,402	4,350	100.0
	Cost of FICA - 6.20% of wages.				4,350	
4225	Medicare	0	0	1,036	1,017	100.0
	Cost of Medicare - 1.45% of wages				1,017	
4230	Retirement	0	0	4,477	4,400	100.0
	Cost of NH Retirement System payments.				4,400	
4240	Staff Development	0	0	600	600	100.0
	Seminars/Conf. for staff members				600	
4260	Workers Comp Insurance	0	0	825	825	100.0
	Workers Comp allocation of self insur.				825	
4290	FSA Fees	0	0	58	58	100.0
	Admin fees - Flexible Spending Accts				58	
<b>Total Personal Services</b>		<b>0</b>	<b>0</b>	<b>102,696</b>	<b>101,244</b>	<b>100.0</b>

**Purchased Services**

4335	Auditing Services	0	0	3,038	3,038	100.0
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**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Appropriations**

**2100 CDBG - Entitlement**

**Planning**

**46311 CDBG Admin**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
	Division share of auditing services				3,038	
4339	Consulting Services	0	0	150	150	100.0
	Professional Consulting Services				150	
4435	Maint Chrgs - Office Equipment	0	0	100	100	100.0
	Computer Maintenance				100	
4531	Telecommunications	0	0	400	400	100.0
	Telephone line and toll charges				400	
4534	Postage	0	0	250	250	100.0
	Routine correspondence				250	
4540	Advertising	0	0	850	850	100.0
	Legal advertising				850	
4580	Travel Expense	0	0	200	200	100.0
	Off site visits and conferences				200	
<b>Total Purchased Services</b>		<b>0</b>	<b>0</b>	<b>4,988</b>	<b>4,988</b>	<b>100.0</b>
<b>Supplies</b>						
4611	Office Supplies	0	0	200	200	100.0
	Computer and office supplies				200	
4640	Publications	0	0	200	200	100.0
	Books and related publications				200	
<b>Total Supplies</b>		<b>0</b>	<b>0</b>	<b>400</b>	<b>400</b>	<b>100.0</b>
<b>Total 46311 CDBG Admin</b>		<b>0</b>	<b>0</b>	<b>108,084</b>	<b>106,632</b>	<b>100.0</b>

**City of Dover**  
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**Appropriations**

**2100 CDBG - Entitlement**

**Planning**

**46323 Housing Rehab**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Personal Services</b>						
4110	Regular Salaried Employees	0	0	15,915	15,762	100.0
	CDBG Coord 40 hr/wk Allocation				15,762	
	CDBG Coordinator (25%)					
4170	Longevity Pay	0	0	300	300	100.0
	Payment for years of service				300	
4211	Health Insurance	0	0	3,609	3,609	100.0
	Premiums to NHMA Health Ins. Trust				3,609	
4212	Dental Insurance	0	0	167	167	100.0
	Premiums to Dental Ins.				167	
4213	Life Insurance	0	0	44	44	100.0
	Premiums to NHMA for Life Insur.				44	
4220	FICA	0	0	894	884	100.0
	Cost of FICA - 6.20% of wages.				884	
4225	Medicare	0	0	209	207	100.0
	Cost of Medicare - 1.45% of wages				207	
4230	Retirement	0	0	957	948	100.0
	Cost of NH Retirement System payments.				948	
4240	Staff Development	0	0	300	300	100.0
	Seminars and conferences for staff				300	
<b>Total Personal Services</b>		<b>0</b>	<b>0</b>	<b>22,395</b>	<b>22,221</b>	<b>100.0</b>
<b>Purchased Services</b>						
4540	Advertising	0	0	300	300	100.0
	Legal advertising				300	
4580	Travel Expense	0	0	150	150	100.0
	Off-site visits and conferences				150	
<b>Total Purchased Services</b>		<b>0</b>	<b>0</b>	<b>450</b>	<b>450</b>	<b>100.0</b>
<b>Total 46323 Housing Rehab</b>		<b>0</b>	<b>0</b>	<b>22,845</b>	<b>22,671</b>	<b>100.0</b>

**City of Dover**  
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**Appropriations**

**2100 CDBG - Entitlement**

**Planning**

**46341 Public Facilities**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Other Expenses</b>						
4725	Building Improvements	0	0	15,500	15,500	100.0
	Dover Adult Learning Center - Renovation				15,500	
4835	Grants/Subsidy	0	0	25,000	25,000	100.0
	Strafford County CAP				25,000	
4835	Grants/Subsidy	0	0	161,421	161,421	100.0
	Dover Housing Authority				161,421	
<b>Total Other Expenses</b>		<b>0</b>	<b>0</b>	<b>201,921</b>	<b>201,921</b>	<b>100.0</b>
<b>Total 46341</b>	<b>Public Facilities</b>	<b>0</b>	<b>0</b>	<b>201,921</b>	<b>201,921</b>	<b>100.0</b>

**City of Dover**  
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**Appropriations**

**2100 CDBG - Entitlement**

**Planning**

**46348 Public Services**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Other Expenses</b>						
4835	Grants/Subsidy	0	0	10,310	10,310	100.0
	My Friend's Place				10,310	
4835	Grants/Subsidy	0	0	4,350	4,350	100.0
	My Friend's Place - Transitional Housing				4,350	
4835	Grants/Subsidy	0	0	15,000	15,000	100.0
	Dover Welfare Sec. Deposit Program				15,000	
4835	Grants/Subsidy	0	0	6,750	6,750	100.0
	A Safe Place				6,750	
4835	Grants/Subsidy	0	0	10,000	10,000	100.0
	HUB Family Support Center				10,000	
4835	Grants/Subsidy	0	0	14,325	14,325	100.0
	Behaviorial Health/DSS				14,325	
4835	Grants/Subsidy	0	0	12,000	12,000	100.0
	AIDS Response				12,000	
4835	Grants/Subsidy	0	0	2,870	2,870	100.0
	Cross Roads House				2,870	
4835	Grants/Subsidy	0	0	9,000	9,000	100.0
	Homeless Center for Strafford County				9,000	
4835	Grants/Subsidy	0	0	2,000	2,000	100.0
	NH Legal Services				2,000	
<b>Total Other Expenses</b>		<b>0</b>	<b>0</b>	<b>86,605</b>	<b>86,605</b>	<b>100.0</b>
<b>Total 46348 Public Services</b>		<b>0</b>	<b>0</b>	<b>86,605</b>	<b>86,605</b>	<b>100.0</b>

**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Appropriations**

**2100 CDBG - Entitlement**

**Planning**

**46525 Econ Dev Assist**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Personal Services</b>						
4115	Regular Hourly Employees	0	0	15,915	15,762	100.0
	CDBG Coordinator - 25%				15,762	
4170	Longevity Pay	0	0	300	300	100.0
	Payment for years of service				300	
4211	Health Insurance	0	0	3,609	3,609	100.0
	Premiums to NHMA Health Ins. Trust				3,609	
4212	Dental Insurance	0	0	167	167	100.0
	Premiums to Dental Ins.				167	
4213	Life Insurance	0	0	44	44	100.0
	Premiums to NHMA for Life Insur.				44	
4220	FICA	0	0	894	884	100.0
	Cost of FICA - 6.20% of wages.				884	
4225	Medicare	0	0	209	207	100.0
	Cost of Medicare - 1.45% of wages				207	
4230	Retirement	0	0	957	948	100.0
	Cost of NH Retirement System payments.				948	
4240	Staff Development	0	0	150	150	100.0
	Staff Development				150	
<b>Total Personal Services</b>		<b>0</b>	<b>0</b>	<b>22,245</b>	<b>22,071</b>	<b>100.0</b>
<b>Purchased Services</b>						
4580	Travel Expense	0	0	200	200	100.0
	Travel Expense				200	
<b>Total Purchased Services</b>		<b>0</b>	<b>0</b>	<b>200</b>	<b>200</b>	<b>100.0</b>
<b>Total 46525 Econ Dev Assist</b>		<b>0</b>	<b>0</b>	<b>22,445</b>	<b>22,271</b>	<b>100.0</b>



**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Police**

**Appropriations by Function**

<b>Fund Description</b>	<b>Prior Year Actual</b>	<b>Current Year Budget</b>	<b>City Mgr Proposed</b>	<b>Dollar Change</b>	<b>% Chng</b>
<b>1000 General Fund</b>					
42110 Police Admin	193,893	187,044	183,126	(3,918)	(2.1)
42120 Police Operations	2,468,912	2,282,059	2,622,774	340,715	14.9
42150 Police Support	1,296,698	1,699,272	1,801,481	102,209	6.0
42160 Police Sp Details	75,194	84,313	118,462	34,149	40.5
42180 PS Dispatch	542,712	547,400	593,777	46,377	8.5
<b>Total 1000 General Fund</b>	<b>4,577,409</b>	<b>4,800,088</b>	<b>5,319,620</b>	<b>519,532</b>	<b>10.8</b>
<b>2210 DOJ - Drug Ed &amp; Enforce</b>					
42120 Police Operations	345,253	288,983	308,189	19,206	6.6
42150 Police Support	261,216	232,710	228,079	(4,631)	(2.0)
<b>Total 2210 DOJ - Drug Ed &amp; Enforce</b>	<b>606,469</b>	<b>521,693</b>	<b>536,268</b>	<b>14,575</b>	<b>2.8</b>
<b>2220 DHA - Policing</b>					
42120 Police Operations	49,616	77,050	82,095	5,045	6.5
<b>Total 2220 DHA - Policing</b>	<b>49,616</b>	<b>77,050</b>	<b>82,095</b>	<b>5,045</b>	<b>6.5</b>
<b>2250 Comm Substance Abuse Prev</b>					
42120 Police Operations	71,334	78,612	0	(78,612)	(100.0)
<b>Total 2250 Comm Substance Abuse Pr</b>	<b>71,334</b>	<b>78,612</b>	<b>0</b>	<b>(78,612)</b>	<b>(100.0)</b>
<b>3213 Parking Activity Fund</b>					
42130 Police Traffic	237,296	272,863	268,077	(4,786)	(1.8)
<b>Total 3213 Parking Activity Fund</b>	<b>237,296</b>	<b>272,863</b>	<b>268,077</b>	<b>(4,786)</b>	<b>(1.8)</b>
<b>Total for Department</b>	<b>5,542,124</b>	<b>5,750,306</b>	<b>6,206,060</b>	<b>455,754</b>	<b>7.9</b>

**Appropriations by Budget Category**

<b>Fund Description</b>	<b>Prior Year Actual</b>	<b>Current Year Budget</b>	<b>City Mgr Proposed</b>	<b>Dollar Change</b>	<b>% Chng</b>
<b>1000 General Fund</b>					
Personal Services	3,636,500	4,068,083	4,617,148	549,065	13.5
Purchased Services	194,819	221,247	232,011	10,764	4.9
Supplies	218,285	249,008	225,948	(23,060)	(9.3)
Capital Outlay	192,770	0	4,000	4,000	NA
Other Expenses	740	915	915	0	0.0
Operating Transfers Out	334,295	260,835	239,598	(21,237)	(8.1)
<b>Total 1000 General Fund</b>	<b>4,577,409</b>	<b>4,800,088</b>	<b>5,319,620</b>	<b>519,532</b>	<b>10.8</b>
<b>2210 DOJ - Drug Ed &amp; Enforce</b>					
Personal Services	558,534	514,029	528,468	14,439	2.8
Purchased Services	19,130	7,664	7,800	136	1.8
Supplies	3,945	0	0	0	0.0
Capital Outlay	22,597	0	0	0	0.0
Other Expenses	2,263	0	0	0	0.0
<b>Total 2210 DOJ - Drug Ed &amp; Enforce</b>	<b>606,469</b>	<b>521,693</b>	<b>536,268</b>	<b>14,575</b>	<b>2.8</b>
<b>2220 DHA - Policing</b>					
Personal Services	48,717	76,092	81,120		
Purchased Services	899	958	975	17	1.8
<b>Total 2220 DHA - Policing</b>	<b>49,616</b>	<b>77,050</b>	<b>82,095</b>	<b>17</b>	<b>0.0</b>
<b>2250 Comm Substance Abuse Prev</b>					
Personal Services	18,484	46,260	0	(46,260)	(100.0)
Purchased Services	23,360	2,000	0	(2,000)	(100.0)
Supplies	3,594	3,000	0	(3,000)	(100.0)
Other Expenses	25,896	27,352	0	(27,352)	(100.0)
<b>Total 2250 Comm Substance Abuse Pr</b>	<b>71,334</b>	<b>78,612</b>	<b>0</b>	<b>(78,612)</b>	<b>(100.0)</b>
<b>3213 Parking Activity Fund</b>					
Personal Services	205,348	228,079	218,376	(9,703)	(4.3)
Purchased Services	8,806	9,926	10,453	527	5.3
Supplies	17,889	29,613	37,063	7,450	25.2
Capital Outlay	5,253	5,245	2,185	(3,060)	(58.3)
<b>Total 3213 Parking Activity Fund</b>	<b>237,296</b>	<b>272,863</b>	<b>268,077</b>	<b>(4,786)</b>	<b>(1.8)</b>
<b>Total for Department</b>	<b>5,542,124</b>	<b>5,750,306</b>	<b>6,206,060</b>	<b>450,726</b>	<b>7.8</b>

# POLICE

**Division: Administration**

**Function 42110**

***Mission Statement:***

To manage and direct the overall delivery of services provided to the community by field and supporting services in a manner that is appropriate, cost-effective, coordinated with other City services, and responsive to the needs of and concerns of the citizens of Dover.

***Major Services/Responsibilities:***

- Budget preparation and management
- Purchasing
- Oversight of grants
- Administration of collective bargaining agreements
- Oversight of agency disciplinary system
- Overall direction, management and administration of the agency

***Key Fiscal Year Objectives:***

Continue to ensure that the department provides the highest quality police services to the community within the resources provided, while making full use of alternative funding sources and improved management practices.

***Performance Measures:***

Description	FY02 Act	FY03 Est	FY04 Est
Complete a review of all written directives	Ongoing	Ongoing	Completed
Complete staff inspections of all major units and functions	Ongoing	Ongoing	Continuing
Update of Strategic Plan	Ongoing	Ongoing	Completed
Complete Re-Accreditation of Police Department	Ongoing	Ongoing	Completed

**City of Dover**  
**Fiscal Year 2004 Budget**  
**July 1, 2003 - June 30, 2004**

**Appropriations**

**1000 General Fund**

**Police**

**42110 Police Admin**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Personal Services</b>						
4110	Regular Salaried Employees	111,267	95,832	98,707	98,707	3.0
	Chief of Police RFT 40 hr/wk Includes holiday pay and educational incentive				98,707	
4115	Regular Hourly Employees	35,893	38,137	40,227	39,915	4.7
	Executive Secretary RFT 40 hr/wk				39,915	
4170	Longevity Pay	1,600	1,600	0	0	(100.0)
	Payment for years of service					
4211	Health Insurance	22,268	24,183	16,471	16,471	(31.9)
	Premiums to NHMA Health Ins. Trust				16,471	
4212	Dental Insurance	1,266	1,266	1,332	1,332	5.2
	Premiums to Dental Ins.				1,332	
4213	Life Insurance	682	369	364	360	(2.4)
	Premiums to NHMA for Life Insur.				360	
4214	Disability Insurance	554	719	751	740	2.9
	Premiums for Disability Insur.				740	
4220	FICA	0	0	2,451	2,431	100.0
	Cost of FICA - 6.20% of wages				2,431	
4225	Medicare	0	0	573	569	100.0
	Medicare				569	
4230	Retirement	7,935	7,666	7,768	7,768	1.3
	Cost of NH Retirement System payments.				7,768	
4240	Staff Development	493	1,945	1,945	1,000	(48.6)
	Tuition, seminars, conf. reg. fees IACP Conference & CALEA Conference				1,000	
4260	Workers Comp Insurance	1,612	1,484	1,408	1,408	(5.1)
	Workers Comp allocation of self insur.				1,408	
4290	FSA Fees	0	58	0	0	(100.0)
	Admin fees - Flexible Spending Accts					
4291	Uniform & Cleaning Allowance	260	260	0	0	(100.0)
	Cleaning allowance per contract					
<b>Total Personal Services</b>		<b>183,831</b>	<b>173,519</b>	<b>171,997</b>	<b>170,701</b>	<b>(1.6)</b>

**Purchased Services**

4435	Maint Chrgs - Office Equipment	240	240	280	280	16.7
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**City of Dover**  
**Fiscal Year 2004 Budget**  
**July 1, 2003 - June 30, 2004**

**Appropriations**

**1000 General Fund**

**Police**

**42110 Police Admin**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
	Computer Maintenance	2 EA @	100.00		200	
	Laser Printer Maintenance	1 EA @	40.00		40	
	UPS	2 EA @	20.00		40	
4522	Vehicle & Equip Insurance	325	336	342	342	1.8
	Cost of NHMA Vehicle Insurance				342	
4523	Police Liab Insurance	1,799	1,916	1,950	1,950	1.8
	Cost of NHMA Police Liability Insur				1,950	
4524	Public Liab Insurance	705	887	914	914	3.0
	Cost of NHMA Public Liability Insur				914	
4531	Telecommunications	2,836	2,550	2,692	2,692	5.6
	Telephone, pager, data lines, internet				2,692	
4534	Postage	59	146	89	89	(39.0)
	Mailing costs				89	
4580	Travel Expense	316	1,872	1,936	1,000	(46.6)
	Travel, meals & lodging for staff IACP Conference and CALEA Conference				1,000	
<b>Total Purchased Services</b>		<b>6,279</b>	<b>7,947</b>	<b>8,203</b>	<b>7,267</b>	<b>(8.6)</b>

**Supplies**

4611	Office Supplies	48	209	155	155	(25.8)
	Office, copy and computer supplies Case report forms, microfilm supplies, bicycle and other licenses				155	
4615	Clothing & Uniforms	0	375	375	375	0.0
	Uniforms and accessories				375	
4626	Vehicle Fuels	365	483	537	537	11.2
	Gas, oil & lubricants for vehicles				537	
4640	Publications	1,672	2,492	2,187	2,187	(12.2)
	NH and US Supreme Court Reports Public Safety, Labor and Administrative Reports, Labor Litigation, US and NH Supreme Court Reports				2,187	
4654	Maint Supplies - Vehicles	28	329	214	214	(35.0)
	Tires, parts, maintenance				214	
4661	Fleet Maint Charge	1,350	1,350	1,350	1,350	0.0
	Allocation of Fleet Maintenance Budget				1,350	
<b>Total Supplies</b>		<b>3,463</b>	<b>5,238</b>	<b>4,818</b>	<b>4,818</b>	<b>(8.0)</b>

**Other Expenses**

4810	Membership Dues	320	340	340	340	0.0
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**City of Dover**  
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**Appropriations**

**1000 General Fund**

**Police**

**42110 Police Admin**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
	Dues to Professional Organizations				340	
	International Chiefs of Police/New Hampshire Chiefs/New England Chiefs of Police					
	<b>Total Other Expenses</b>	<b>320</b>	<b>340</b>	<b>340</b>	<b>340</b>	<b>0.0</b>
<b>Total 42110</b>	<b>Police Admin</b>	<b>193,893</b>	<b>187,044</b>	<b>185,358</b>	<b>183,126</b>	<b>(2.1)</b>

# POLICE

**Division: Field Operations**

**Function 42120**

***Mission Statement:***

To provide basic police services to the community in a manner that is helpful, caring and responsive to the actual needs of our citizens and consistent with the overall goal of improving the quality of life in the City of Dover.

***Major Services/Responsibilities:***

- Response to emergency and routine service requests
- Accident investigation
- Traffic management and direction
- Criminal investigation
- Crime prevention

***Key Fiscal Year Objectives:***

- Continue to reduce the number of traffic accidents and injuries through traffic enforcement initiatives and education efforts.
- Maintain current staffing in order to provide essential services.
- Continue to reduce the crime rate in Dover by conducting special directed patrols and crime prevention programs.
- Purchase enough police vehicles to insure a safe fleet and decrease maintenance costs.

***Performance Measures:***

Description	FY02 Act	FY03 Est	FY04 Est
Total calls for service responded to	29,000	31,000	31,000
Canceled calls for service due to units not available	900	860	920

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**Police**

**42120 Police Operations**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Personal Services</b>						
4110	Regular Salaried Employees	73,016	82,271	85,221	84,416	2.6
	Police Captain RFT 41.25 hr/wk				79,492	
	Holiday pay (contract)				3,249	
	Educational incentive (contract)				1,675	
4115	Regular Hourly Employees	1,267,303	1,301,416	1,484,673	1,471,147	13.0
	Total Annual Base wages for:				1,378,882	
	30 Sworn Officers RFT 41.25 hr/wk					
	Crossing Guards					
	1 @ 11.25 hr/wk					
	1 @ 7.5 hr/wk					
	Non-Sworn Animal Ctrl Ofc RFT 40 hr/wk					
	40 hr/wk					
	Educational incentive (contract)				27,806	
	Holiday pay (contract)				56,459	
	Sick leave (contract)				8,000	
4130	Overtime Pay	136,154	123,954	198,246	123,954	0.0
	At 1.5 times - includes extended workday				12,340	
	Vacation coverage				65,486	
	Sick leave coverage				1,730	
	Call back assignment/special invest.				41,288	
	Training - In Service				22,886	
	Special Events				17,274	
	Training Coverage				18,820	
	Motor vehicle hearings				454	
	FLSA/Witness Fees				17,968	
	\$11,815 offset by revenue from State of NH					
	City Manager reduction				(74,292)	
4170	Longevity Pay	12,849	11,840	13,040	13,040	10.1
	Payment for years of service				13,040	
4211	Health Insurance	241,848	242,857	358,512	358,512	47.6
	Premiums to NHMA Health Ins. Trust				358,512	
4212	Dental Insurance	14,581	13,572	16,527	16,527	21.8
	Premiums to Dental Ins.				16,527	
4213	Life Insurance	3,494	3,537	4,035	3,997	13.0
	Premiums to NHMA for Life Insur.				3,997	
4220	FICA	1,839	2,146	2,320	2,298	7.1
	Cost of FICA - 6.20% of wages.				2,298	
4225	Medicare	17,617	17,832	22,012	20,757	16.4
	Cost of Medicare - 1.45% of wages				20,757	
4230	Retirement	80,601	85,467	138,824	131,862	54.3
	Cost of NH Retirement System payments.				131,862	
4240	Staff Development	2,648	7,476	4,233	3,500	(53.2)

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**1000 General Fund**

**Police**

**42120 Police Operations**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
	In-service Training Programs				907	
	Pedestrian/Bicycle Crash Investigation	2	@ 279.00		558	
	SWAT 1 Basic School	2	@ 495.00		990	
	New England Animal Control Academy				250	
	Computerized Collision Diagraming				795	
	Amounts paid to cover the cost of tuition, seminars, conference registration fees, etc. for employees by the City (excludes travel, meals and lodging).					
4260	Workers Comp Insurance	21,016	18,775	15,711	15,711	(16.3)
	Workers Comp allocation of self insur.				15,711	
4290	FSA Fees	396	173	173	173	0.0
	Admin fees - Flexible Spending Accts				173	
4291	Uniform & Cleaning Allowance	13,612	13,228	13,728	13,728	3.8
	Cleaning allowance per contract				13,728	
<b>Total Personal Services</b>		<b>1,886,973</b>	<b>1,924,544</b>	<b>2,357,255</b>	<b>2,259,622</b>	<b>17.4</b>
<b>Purchased Services</b>						
4336	Medical Services	1,973	3,427	2,857	2,857	(16.6)
	Annual Physical Exams (Sworn Personnel)	5	@ 85.00		425	
	Psychological Screening	4	@ 260.00		1,040	
	LEAD toxicity testing	6	@ 42.00		252	
	Entry Level	4	@ 285.00		1,140	
4339	Consulting Services	13,666	15,559	16,559	16,559	6.4
	Boarding of dogs				15,559	
	Miscellaneous Veterinary Services				1,000	
4435	Maint Chrgs - Office Equipment	1,224	540	2,663	2,663	393.1
	Computer Maintenance	5 EA	@ 100.00		500	
	Laser Printer Maintenance	1 EA	@ 40.00		40	
	UPS	5 EA	@ 20.00		100	
	Software Upgrade				2,023	
4521	Property Insurance	2,029	3,168	3,621	3,621	14.3
	Cost of NHMA Property Insurance				3,621	
4522	Vehicle & Equip Insurance	7,530	8,737	8,892	8,892	1.8
	Cost of NHMA Vehicle Insurance				8,892	
4523	Police Liab Insurance	22,482	25,864	26,325	26,325	1.8
	Cost of NHMA Police Liability Insur				26,325	
4524	Public Liab Insurance	8,085	11,558	11,337	11,337	(1.9)
	Cost of NHMA Public Liability Insur				11,337	
4531	Telecommunications	5,324	5,692	6,307	6,307	10.8
	Telephone, pagers, data & internet lines				6,307	
4580	Travel Expense	2,182	2,371	3,662	2,000	(15.6)
	Travel, meals and lodging for staff				2,000	



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**1000 General Fund**

**Police**

**42120 Police Operations**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Total Purchased Services</b>		<b>64,495</b>	<b>76,916</b>	<b>82,223</b>	<b>80,561</b>	<b>4.7</b>
<b>Supplies</b>						
4611	Office Supplies	47	610	994	994	63.0
	Office, computer, copier supplies				994	
	Printed forms for case reports, microfilm supplies, bicycle and other licenses					
4612	Operating Supplies	19,762	25,591	24,373	24,373	(4.8)
	Patrol Operations Supplies				14,823	
	Batteries, flashlights, service ammunition, teargas, flares, intoxilyzer and other patrol-related supplies					
	Mounted Patrol Boarding Supplies				9,550	
4615	Clothing & Uniforms	12,743	12,375	13,500	13,500	9.1
	Uniform, accessories & clothing allow.	36	@ 375.00		13,500	
	Police officers, animal control officers and leathergear					
4626	Vehicle Fuels	27,011	38,173	35,740	30,000	(21.4)
	Gas, oil and lube for vehicles				30,000	
4631	Food	197	617	862	862	39.7
	Food & expenses for persons in custody				862	
4635	Medicinal Supplies	215	265	401	401	51.3
	First aid supplies & pharmaceuticals				401	
4654	Maint Supplies - Vehicles	20,057	18,596	18,304	18,304	(1.6)
	Oil, lube, filters, tires, replacement				18,304	
4661	Fleet Maint Charge	46,352	43,640	41,330	41,330	(5.3)
	Fleet maintenance budget allocation				41,330	
4681	Minor Equip, Furniture & Fxtrs	0	4,197	4,197	4,197	0.0
	Radar Equipment	3	@ 1,399.00		4,197	
<b>Total Supplies</b>		<b>126,385</b>	<b>144,064</b>	<b>139,701</b>	<b>133,961</b>	<b>(7.0)</b>
<b>Capital Outlay</b>						
4742	Light Vehicles	119,178	0	124,990	0	0.0
	Gross cost of 5 police vehicles (CM)	5 ea	@ 24,998.00			
	includes transfer of equipment					
4745	Computers & Communications Equip	26,410	0	32,490	0	0.0
	Notebook computer (replacement) (CM)	5	@ 4,750.00			
	Personal computers (CM)	4	@ 2,185.00			
<b>Total Capital Outlay</b>		<b>145,588</b>	<b>0</b>	<b>157,480</b>	<b>0</b>	<b>0.0</b>
<b>Other Expenses</b>						
4810	Membership Dues	320	275	275	275	0.0

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**1000 General Fund**

**Police**

**42120 Police Operations**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
	Dues for Professional Organizations				275	
	<b>Total Other Expenses</b>	<b>320</b>	<b>275</b>	<b>275</b>	<b>275</b>	<b>0.0</b>
<b>Operating Transfers Out</b>						
4912	Transfer to Special Rev	245,151	136,260	150,331	148,355	8.9
	City Share for Federal Grants					
	2303 - Outreach				54,968	
	2304 - Community Policing				75,183	
	2317 - Victims/Witness				8,447	
	2318 - COPS in School				9,757	
	<b>Total Operating Transfers Out</b>	<b>245,151</b>	<b>136,260</b>	<b>150,331</b>	<b>148,355</b>	<b>8.9</b>
<b>Total 42120</b>	<b>Police Operations</b>	<b>2,468,912</b>	<b>2,282,059</b>	<b>2,887,265</b>	<b>2,622,774</b>	<b>14.9</b>

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# POLICE

**Division: Support Services**

**Function 42150**

## ***Mission Statement:***

To provide the various auxiliary and advanced services necessary to support, or ensure the success of, field units and operations.

## ***Major Services/Responsibilities:***

- Maintain records of investigations, criminal records, wanted persons, and other activities of the department.
- Provide personnel services, to include: recruitment, selection, equipment, training, testing, and related responsibilities.
- Provide services related to DARE, crime prevention, youth safety and community relations.
- Provide data processing, word processing, and computer system administration services.
- Conduct preliminary and follow-up investigations of complex or specialized cases, and provide advanced crime scene services.

## ***Key Fiscal Year Objectives:***

- Obtain additional funding through state or federal sources to support drug use prevention activities and undercover drug cases.
- To provide for the continuation of Community Policing Programs which have reduced the crime in the City.
- Install and implement the Automated Fingerprinting Identification System (AFIS) connecting the Dover Police Department to the state system.

## ***Performance Measures:***

Description	FY02 Act	FY03 Est	FY04 Est
Provide DARE Training to children in Dover Schools	950	950	950
Coordinate Youth to Youth Drug Prevention Program	240 participants	275 participants	275 participants
Test entry level Police Officer Candidates	200	220	190
Electronically store all police case reports and inactive ID files	170,000 pages	176,338 pages	180,000 pages

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**1000 General Fund**

**Police**

**42150 Police Support**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Personal Services</b>						
4110	Regular Salaried Employees	73,016	82,546	85,598	84,791	2.7
	Police Captain RFT 41.25 hr/wk				79,491	
	Holiday pay (contract)				3,350	
	Educational Incentive (contract)				1,950	
4115	Regular Hourly Employees	652,555	929,493	979,989	970,787	4.4
	Total sworn and non-sworn employees				915,921	
	13 Sworn Employees RFT 41.25 hr/wk					
	Records Commander RFT RFT 41.25 hr/wk					
	Personnel Assistant RFT 35 hr/wk					
	1 Secretay RFT 35 hr/wk					
	4 Secretaries RFT 30 hr/wk					
	1 Secretary RPT 15 hr/wk					
	2 Custodians RPT 17 hr/wk					
	Educational Incentive (Contract)				20,459	
	Holiday Pay (Contract)				30,557	
	Sick Leave (contract)				3,850	
4120	Temporary Employees	1,567	0	0	0	0.0
4130	Overtime Pay	50,397	29,883	62,918	62,918	110.5
	At 1.5 times - includes extended workday				17,852	
	Call back assignment & special invest.				28,036	
	In-service Training				1,798	
	Vacation coverage				1,178	
	Special Events				1,026	
	Sick Leave Coverage				450	
	Drug Task Force				12,578	
	\$20,205 offset by revenue from State of NH					
4170	Longevity Pay	15,630	19,681	18,881	18,881	(4.1)
	Payment for years of service				18,881	
4211	Health Insurance	140,876	213,262	248,137	248,137	16.4
	Premiums to NHMA Health Ins. Trust				248,137	
4212	Dental Insurance	8,818	11,847	11,871	11,871	0.2
	Premiums to Dental Ins.				11,871	
4213	Life Insurance	1,840	2,672	2,675	2,649	(0.9)
	Premiums to NHMA for Life Insur.				2,649	
4220	FICA	11,506	11,110	11,861	11,745	5.7
	Cost of FICA - 6.20% of wages.				11,745	
4225	Medicare	7,373	11,831	11,611	11,508	(2.7)
	Cost of Medicare - 1.45% of wages				11,508	
4230	Retirement	36,692	57,705	79,870	79,181	37.2
	Cost of NH Retirement System payments.				79,181	
4240	Staff Development	5,726	8,812	12,395	9,995	13.4

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**Police**

**42150 Police Support**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
	Recruitment & Promo. Expenses				750	
	Includes examination costs, advertising and other related expenses to establish eligibility lists					
	CALEA Fee				4,030	
	CALEA Conference, Accreditation Exam	2	@ 335.00		670	
	CALEA Conference	2	@ 335.00		670	
	Management of Field Training Officer Pro				450	
	Managing the Training Unit				300	
	Death Investigation				575	
	Crime Scene Investigation				550	
	Advanced Computer Forensic				2,000	
	Microsoft Exchange Server Administration					
4260	Workers Comp Insurance	10,685	7,861	10,542	10,542	34.1
	Workers Comp allocation of self insur.				10,542	
4290	FSA Fees	264	230	288	288	25.2
	Admin fees - Flexible Spending Accts				288	
4291	Uniform & Cleaning Allowance	6,947	7,378	9,954	9,954	34.9
	Cleaning allowance per contract				9,954	
<b>Total Personal Services</b>		<b>1,023,890</b>	<b>1,394,311</b>	<b>1,546,590</b>	<b>1,533,247</b>	<b>10.0</b>
<b>Purchased Services</b>						
4336	Medical Services	211	702	1,445	700	(0.3)
	Annual Medical Examinations	5	@ 85.00		425	
	In-service Medical Examinations	5	@ 190.00		950	
	Lipid Profile	2	@ 35.00		70	
	CM reduction				(745)	
4435	Maint Chrgs - Office Equipment	28,655	25,887	29,015	23,015	(11.1)
	Typewriters	8	@ 45.00		360	
	Computer hardware/software				16,071	
	MDT \$7,011					
	Document Imaging \$7,980					
	Informix \$1,080					
	Copier				2,954	
	Dictaphone				1,350	
	Computer Maintenance	18 EA	@ 100.00		1,800	
	Laser Printer Maintenance	3 EA	@ 40.00		120	
	UPS	18 EA	@ 20.00		360	
	Computer Licenses and Upgrades					
4441	Rental of Land & Buildings	1,275	0	1,236	1,236	100.0
	Rental of storage space				1,236	
4443	Rental of Equipment	4,966	4,961	4,961	4,961	0.0
	Photocopier Lease				4,961	
4521	Property Insurance	109	295	180	180	(39.0)
	Cost of NHMA Property Insurance				180	
4522	Vehicle & Equip Insurance	4,868	5,040	5,472	5,472	8.6
	Cost of NHMA Vehicle Insurance				5,472	

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**Police**

**42150 Police Support**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
4523	Police Liab Insurance	9,170	13,588	13,830	13,830	1.8
	Cost of NHMA Police Liability Insur				13,830	
4524	Public Liab Insurance	4,651	5,878	8,215	8,215	39.8
	Cost of NHMA Public Liability Insur				8,215	
4531	Telecommunications	27,218	18,469	19,167	19,167	3.8
	Public Safety Telephone System				19,167	
	Public safety (police, fire and ambulance)					
	Telephone system: Administration and 911 lines, WATTS lines and related charges					
4534	Postage	6,672	7,525	8,769	8,769	16.5
	Postage and mailing costs				8,769	
4540	Advertising	294	845	545	545	(35.5)
	Personnel recruitment and legal ads				545	
4580	Travel Expense	2,872	1,938	5,982	5,982	208.7
	Travel, meals and lodging for staff				5,982	
<b>Total Purchased Services</b>		<b>90,961</b>	<b>85,128</b>	<b>98,817</b>	<b>92,072</b>	<b>8.2</b>

**Supplies**

4611	Office Supplies	14,381	18,623	18,876	18,876	1.4
	Computer, copier & office supplies				18,876	
	Printed forms for case reports, microfilm supplies, bicycle and other licenses					
4612	Operating Supplies	17,662	15,609	14,465	14,465	(7.3)
	Photographic Supplies				5,402	
	Lab Supplies	12	@ 242.00		2,904	
	Training & Miscellaneous Supplies				6,159	
4615	Clothing & Uniforms	2,675	13,765	13,925	6,000	(56.4)
	Uniforms, accessories & clothing allow.	22	@ 375.00		8,250	
	Police Officers Leathergear					
	Line Ballistic Vests				3,975	
	10 @ 795 (1/2 Federal Grant)					
	Personal Ballistic Vests				1,700	
	8 @ 425 (1/2 Federal Grant)					
	CM reduction				(7,925)	
4621	Natural Gas	941	655	655	655	0.0
	Natural Gas				655	
4622	Electricity	53	0	0	0	0.0
	Lighting at firing range					
4626	Vehicle Fuels	4,317	7,082	4,476	4,476	(36.8)
	Gas, oil and lube for vehicles				4,476	
4631	Food	879	0	301	301	100.0

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**Police**

**42150 Police Support**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
					301	
4640	Publications	759	680	595	595	(12.5)
	US and NH Court Reports Public Safety, Labor and Administrative Reports, Criminal Prosecution, Labor Litigation				595	
4651	Maint Supplies - Buildings	5,838	4,623	4,254	4,254	(8.0)
	Janitorial and minor repairs supplies Includes carpet cleaning				4,254	
4654	Maint Supplies - Vehicles	9,361	7,249	8,697	8,697	20.0
	Tires, lube, oil & maintenance				8,697	
4661	Fleet Maint Charge	25,250	25,610	25,600	25,600	0.0
	Division share of fleet maint. budget				25,600	
4681	Minor Equip, Furniture & Fxtrs	6,196	1,362	1,796	1,000	(26.6)
	Chairs & File Cabinets				1,000	
<b>Total Supplies</b>		<b>88,312</b>	<b>95,258</b>	<b>93,640</b>	<b>84,919</b>	<b>(10.9)</b>
<b>Capital Outlay</b>						
4725	Building Improvements	0	0	85,000	0	0.0
	Major Renovations to Police Station CM Reduction					
4744	Furniture & Fixtures	416	0	0	0	0.0
4745	Computers & Communications Equip	3,975	0	19,925	0	0.0
	Personal Computers (CM)	5	@ 2,185.00			
	Application Upgrades (CM)	3	@ 3,000.00			
	3 Modules					
<b>Total Capital Outlay</b>		<b>4,391</b>	<b>0</b>	<b>104,925</b>	<b>0</b>	<b>0.0</b>
<b>Operating Transfers Out</b>						
4912	Transfer to Special Rev	89,144	124,575	93,045	91,243	(26.8)
	City Share for Federal Grants					
	2302 - Dover Drug Task Force				83,481	
	2305 - DHA					
	2310 - DHA Mentoring				7,762	
<b>Total Operating Transfers Out</b>		<b>89,144</b>	<b>124,575</b>	<b>93,045</b>	<b>91,243</b>	<b>(26.8)</b>
<b>Total 42150 Police Support</b>		<b>1,296,698</b>	<b>1,699,272</b>	<b>1,937,017</b>	<b>1,801,481</b>	<b>6.0</b>



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# POLICE

**Division: Special Details**

**Function 42160**

***Mission Statement:***

Provide the mechanism for outside entities to contract for police services through the City.

***Major Services/Responsibilities:***

Receipt of funds from outside entities for payment of contracted police services

***Key Fiscal Year Objectives:***

***Performance Measures:***

Description	FY02 Act	FY03 Est	FY04 Est
Not applicable			

**City of Dover**  
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**Appropriations**

**1000 General Fund**

**Police**

**42160 Police Sp Details**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Personal Services</b>						
4130	Overtime Pay	69,917	78,094	107,914	107,914	38.2
	Cost of work performed for contractors i.e., directing traffic, etc. Costs are reimbursable from the contractors plus 20% to cover fringe benefits				107,914	
4225	Medicare	796	1,132	1,565	1,565	38.3
	Cost of Medicare - 1.45% of wages				1,565	
4230	Retirement	4,095	4,416	8,493	8,493	92.3
	Cost of NH Retirement System payments.				8,493	
4260	Workers Comp Insurance	0	0	0	0	0.0
	Workers Comp allocation of self insur.					
<b>Total Personal Services</b>		<b>74,807</b>	<b>83,642</b>	<b>117,972</b>	<b>117,972</b>	<b>41.0</b>
<b>Purchased Services</b>						
4524	Public Liab Insurance	387	671	490	490	(27.0)
	Cost of NHMA Public Liability Insur				490	
<b>Total Purchased Services</b>		<b>387</b>	<b>671</b>	<b>490</b>	<b>490</b>	<b>(27.0)</b>
<b>Total 42160</b>	<b>Police Sp Details</b>	<b>75,194</b>	<b>84,313</b>	<b>118,462</b>	<b>118,462</b>	<b>40.5</b>

# POLICE

**Division: Public Safety Dispatch**

**Function 42180**

## ***Mission Statement:***

To provide the means for 24 hour emergency and routine communications between the community and police/fire and ambulance services. Provide a pathway for the expeditious flow of information to and from police and fire units in the field, other outside agencies, and those requesting assistance.

## ***Major Services/Responsibilities:***

- 24 hour monitoring of emergency 911 telephone lines
- Continuous monitoring of police/fire radio systems
- Management and monitoring of over 700 police/fire alarms
- Handling of walk-up lobby business and routine telephone calls
- Process information received and sent over state and local computer systems
- Monitor prisoners confined in the holding facility
- Track the status of police/fire field units and dispatch appropriate resources to requests for services

## ***Key Fiscal Year Objectives:***

- Continue to provide a full range of emergency and routine communications services to the public and to emergency field units.
- Complete the change over of the entire communications system to digital communications.

## ***Performance Measures:***

Description	FY03 Act	FY03 Est	FY04 Est
Telecommunications System	190,000	190,000	190,000
False security alarms handled	1,500	1,500	1,500
Total calls for service dispatched	36,000	37,000	37,000

**City of Dover**  
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**1000 General Fund**

**Police**

**42180 PS Dispatch**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Personal Services</b>						
4115	Regular Hourly Employees	303,543	337,377	350,896	347,619	3.0
	Hourly Employees:				325,478	
	1 Comm. Supervisor RFT 41.25 hr/wk					
	8 Dispatchers RFT 41.25 hr/wk					
	Includes 1 position, unfilled & unfunded					
	1 Dispatcher RPT 20 hr/wk					
	Educational Incentive (Contract)				8,352	
	Holiday Pay (Contract)				12,889	
	Sick Leave (Contract)				900	
4130	Overtime Pay	38,658	20,970	28,618	28,618	36.5
	At 1.5 times - includes extended workday				332	
	Vacation coverage				15,134	
	Sick leave coverage				2,266	
	Special Assignments				9,346	
	In-service Training				500	
	Training coverage				938	
	Call Back				102	
4170	Longevity Pay	3,600	4,000	4,400	4,400	10.0
	Payment for years of service				4,400	
4211	Health Insurance	70,182	74,451	95,149	95,149	27.8
	Premiums to NHMA Health Ins. Trust				95,149	
4212	Dental Insurance	4,810	4,756	5,003	5,003	5.2
	Premiums to Dental Ins.				5,003	
4213	Life Insurance	800	831	853	844	1.6
	Premiums to NHMA for Life Insur.				844	
4220	FICA	20,960	22,601	22,954	22,751	0.7
	Cost of FICA - 6.20% of wages.				22,751	
4225	Medicare	4,937	5,286	5,368	5,321	0.7
	Cost of Medicare - 1.45% of wages				5,321	
4230	Retirement	14,590	16,254	20,684	20,509	26.2
	Cost of NH Retirement System payments.				20,509	
4240	Staff Development	1,357	1,680	1,294	1,294	(23.0)
	Stress Identification Management				199	
	Advanced Fire Dispatching	3	@ 199.00		597	
	Emergency Medical Dispatching	2	@ 249.00		498	
4260	Workers Comp Insurance	530	415	595	595	43.4
	Workers Comp allocation of self insur.				595	
4290	FSA Fees	132	58	115	115	98.3
	Admin Fees - Flexible Spending Accts				115	
4291	Uniform & Cleaning Allowance	2,900	3,388	3,388	3,388	0.0

**City of Dover**  
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**1000 General Fund**

**Police**

**42180 PS Dispatch**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
	Cleaning Allowance per contact				3,388	
	<b>Total Personal Services</b>	<b>466,999</b>	<b>492,067</b>	<b>539,317</b>	<b>535,606</b>	<b>8.8</b>
<b>Purchased Services</b>						
4433	Maint Chrgs - Equipment	8,903	6,785	6,785	6,785	0.0
	Telephone				854	
	Console & Base Stations				3,456	
	Digital Voice Recorder				2,475	
4435	Maint Chrgs - Office Equipment	5,422	16,002	18,342	18,342	14.6
	Computer-Aided Dispatch System				9,736	
	Computer Maintenance	3 EA @	100.00		300	
	UPS	3 EA @	20.00		60	
	E911 Partner - Software				8,246	
4443	Rental of Equipment	0	500	500	500	0.0
	Alarm Rentals for storage sites				500	
4524	Public Liab Insurance	1,698	2,213	2,459	2,459	11.1
	Cost of NHMA Public Liability Insur				2,459	
4531	Telecommunications	16,674	24,475	22,925	22,925	(6.3)
	Telephone, pagers data and internet line				13,399	
	Digital Pagers (38)				2,628	
	CDPD Communications				6,898	
4580	Travel Expense	0	610	610	610	0.0
	Travel, meals & lodging for staff				610	
	<b>Total Purchased Services</b>	<b>32,697</b>	<b>50,585</b>	<b>51,621</b>	<b>51,621</b>	<b>2.0</b>
<b>Supplies</b>						
4615	Clothing & Uniforms	125	2,250	2,250	2,250	0.0
	Uniforms, accessories & clothing allow.	9 @	250.00		2,250	
4681	Minor Equip, Furniture & Fxtrs	0	2,198	0	0	(100.0)
	<b>Total Supplies</b>	<b>125</b>	<b>4,448</b>	<b>2,250</b>	<b>2,250</b>	<b>(49.4)</b>
<b>Capital Outlay</b>						
4745	Computers & Communications Equip	42,791	0	11,160	4,000	100.0
	Personal Computers (CM)	2 @	2,185.00			
	Digital Repeater System				4,000	
	Monitors (CM)					
	<b>Total Capital Outlay</b>	<b>42,791</b>	<b>0</b>	<b>11,160</b>	<b>4,000</b>	<b>100.0</b>

**Other Expenses**

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**Appropriations**

**1000 General Fund**

**Police**

**42180 PS Dispatch**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
4810	Membership Dues	100	300	300	300	0.0
	Dues to professional organizations				300	
	<b>Total Other Expenses</b>	<b>100</b>	<b>300</b>	<b>300</b>	<b>300</b>	<b>0.0</b>
<b>Total 42180</b>	<b>PS Dispatch</b>	<b>542,712</b>	<b>547,400</b>	<b>604,648</b>	<b>593,777</b>	<b>8.5</b>

# POLICE

**Division: Drug Investigation/Community Policing**

**Function 2210-42150**

## ***Mission Statement:***

To reduce the availability of dangerous and illegal drugs, particularly to the youth of Dover, through rigorous enforcement of the laws and arrest of violators.  
To reduce the prevalence of drug use and abuse, and all its collateral problems, by reducing the demand for drugs through education and awareness of the dangers of drugs.  
To promote community cooperation in the effort to prevent all crime, and drug abuse in particular.

## ***Major Services/Responsibilities:***

- To coordinate information and drug investigations with the NH Attorney General's Drug Task Force and to participate in the Piscataqua Regional Unit of the Task Force.
- Conduct long-term investigations resulting in arrests and seizure of drugs.
- To conduct comprehensive drug resistance education in city schools and to conduct educational programs for parents and other adults.
- To conduct crime prevention and safety programs that will reduce crime and encourage residents to cooperate with the police in making neighborhoods safe and drug-free.

## ***Key Fiscal Year Objectives:***

- To continue the Woodman Park Area Community Policing Program, which will include patrol, investigation, DARE, crime watch, crime prevention programs, and other programs designed to help residents participate in making their neighborhoods safe and crime free.
- To continue implementation of the DHS and DMS Resource Officers and incorporate a substance abuse prevention program at that school.
- To continue the implementation of the Anti-Stalking Unit to develop national protocol for the investigation of these types of cases.

## ***Performance Measures:***

Description	FY02 Act	FY03 Est	FY04 Est
Drug Task Force - Strafford County Cases	90	90	110
Drug Task Force - DOVER Cases	35	35	75
Drug Task Force - Strafford County Arrests	30	30	40
Drug Task Force - DOVER Arrests	20	20	25



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**Appropriations**

**2210 DOJ - Drug Ed & Enforce**

**Police**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>2302 Police - Dover Drug Task Force</b>						
<b>Personal Services</b>						
4115	Regular Hourly Employees	0	0	131,944	130,715	100.0
	Total base pay for:				122,769	
	2 Police Officers RFT 41.25 hr/wk					
	Prevention Coordinator RFT 40 hr/wk					
	Educational Incentive (Contract)				3,350	
	Holiday Pay (Contract)				3,896	
	Sick Leave (contract)				700	
4170	Longevity Pay	0	0	400	400	100.0
	Payment for years of service				400	
4211	Health Insurance	0	0	21,066	21,066	100.0
	Premiums to NHMA Health Ins. Trust				21,066	
4212	Dental Insurance	0	0	1,274	1,274	100.0
	Premiums to Dental Ins.				1,274	
4213	Life Insurance	0	0	342	339	100.0
	Premiums to NHMA for Life Insur.				339	
4220	FICA	0	0	1,869	1,851	100.0
	Cost of FICA - 6.20% of wages				1,851	
4225	Medicare	0	0	1,894	1,876	100.0
	Cost of Medicare - 1.45% of wages				1,876	
4230	Retirement	0	0	9,757	9,666	100.0
	Cost of NH Retirement System payments.				9,666	
4260	Workers Comp Insurance	0	0	2,321	2,321	100.0
	Workers Comp allocation of self insur.				2,321	
<b>Total Personal Services</b>		<b>0</b>	<b>0</b>	<b>170,867</b>	<b>169,508</b>	<b>100.0</b>
<b>Purchased Services</b>						
4523	Police Liab Insurance	0	0	1,950	1,950	100.0
	Cost of NHMA Police Liability Insur				1,950	
<b>Total Purchased Services</b>		<b>0</b>	<b>0</b>	<b>1,950</b>	<b>1,950</b>	<b>100.0</b>
<b>Total Police - Dover Drug Task Force</b>		<b>0</b>	<b>0</b>	<b>172,817</b>	<b>171,458</b>	<b>100.0</b>

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**2210 DOJ - Drug Ed & Enforce**

**Police**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>2303 Police - Dover Police Outreach</b>						
<b>Personal Services</b>						
4115	Regular Hourly Employees	0	0	58,557	58,014	100.0
	Police Officer RFT 41.25 hr/wk				53,629	
	Educational Incentive				1,675	
	Holiday				2,260	
	Sick Leave (contract)				450	
4170	Longevity Pay	0	0	1,600	1,600	100.0
	Payment for years of service				1,600	
4211	Health Insurance	0	0	6,100	6,100	100.0
	Premiums to NHMA Health Ins. Trust				6,100	
4212	Dental Insurance	0	0	666	666	100.0
	Premiums to Dental Ins.				666	
4213	Life Insurance	0	0	149	148	100.0
	Premiums to NHMA for Life Insur.				148	
4220	FICA	0	0	28	28	100.0
	Cost of FICA - 6.20% of wages				28	
4225	Medicare	0	0	7	7	100.0
	Cost of Medicare - 1.45% of wages				7	
4230	Retirement	0	0	4,699	4,656	100.0
	Cost of NH Retirement System payments.				4,656	
4260	Workers Comp Insurance	0	0	774	774	100.0
	Workers Comp allocation of self insur.				774	
<b>Total Personal Services</b>		<b>0</b>	<b>0</b>	<b>72,580</b>	<b>71,993</b>	<b>100.0</b>
<b>Purchased Services</b>						
4523	Police Liab Insurance	0	0	975	975	100.0
	Cost of NHMA Police Liability Insur				975	
<b>Total Purchased Services</b>		<b>0</b>	<b>0</b>	<b>975</b>	<b>975</b>	<b>100.0</b>
<b>Total Police - Dover Police Outreach</b>		<b>0</b>	<b>0</b>	<b>73,555</b>	<b>72,968</b>	<b>100.0</b>

**City of Dover**  
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**Appropriations**

**2210 DOJ - Drug Ed & Enforce**

**Police**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>2304 Police - Community Policing</b>						
<b>Personal Services</b>						
4115	Regular Hourly Employees	0	0	84,047	83,289	100.0
	2 Police Officers RFT 41.25 hr/wk				76,446	
	Educational Incentive				2,443	
	Holiday				3,200	
	Sick Leave (contract)				1,200	
4211	Health Insurance	0	0	12,201	12,201	100.0
	Premiums to NHMA Health Ins. Trust				12,201	
4212	Dental Insurance	0	0	683	683	100.0
	Premiums to Dental Ins.				683	
4213	Life Insurance	0	0	213	211	100.0
	Premiums to NHMA for Life Insur.				211	
4220	FICA	0	0	74	74	100.0
	Cost of FICA - 6.2% of wages				74	
4225	Medicare	0	0	17	17	100.0
	Cost of Medicare - 1.45% of wages				17	
4230	Retirement	0	0	6,520	6,460	100.0
	Cost of NH Retirement System payments.				6,460	
4260	Workers Comp Insurance	0	0	1,548	1,548	100.0
	Workers Comp allocation of self insur.				1,548	
<b>Total Personal Services</b>		<b>0</b>	<b>0</b>	<b>105,303</b>	<b>104,483</b>	<b>100.0</b>
<b>Purchased Services</b>						
4523	Police Liab Insurance	0	0	1,950	1,950	100.0
	Cost of NHMA Police Liability Insur				1,950	
<b>Total Purchased Services</b>		<b>0</b>	<b>0</b>	<b>1,950</b>	<b>1,950</b>	<b>100.0</b>
<b>Total Police - Community Policing</b>		<b>0</b>	<b>0</b>	<b>107,253</b>	<b>106,433</b>	<b>100.0</b>

**City of Dover**  
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**Appropriations**

**2210 DOJ - Drug Ed & Enforce**

**Police**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>2310 Police - Mentoring Grant</b>						
<b>Personal Services</b>						
4115	Regular Hourly Employees	0	0	44,158	43,754	100.0
	Police Officer RFT 41.25 hr/wk				40,422	
	Educational Incentive (Contract)				1,212	
	Holiday Pay (Contract)				1,700	
	Sick Leave (contract)				420	
4211	Health Insurance	0	0	6,670	6,670	100.0
	Premiums to NHMA Health Ins. Trust				6,670	
4212	Dental Insurance	0	0	266	266	100.0
	Premiums to Dental Ins.				266	
4213	Life Insurance	0	0	113	112	100.0
	Premiums to NHMA for Life Insur.				112	
4220	FICA	0	0	26	26	100.0
	Cost of FICA - 6.20% of wages				26	
4225	Medicare	0	0	640	634	100.0
	Cost of Medicare - 1.45% of wages				634	
4230	Retirement	0	0	3,442	3,410	100.0
	Cost of NH Retirement System payments.				3,410	
4260	Workers Comp Insurance	0	0	774	774	100.0
	Workers Comp allocation of self insur.				774	
<b>Total Personal Services</b>		<b>0</b>	<b>0</b>	<b>56,089</b>	<b>55,646</b>	<b>100.0</b>
<b>Purchased Services</b>						
4523	Police Liab Insurance	0	0	975	975	100.0
	Cost of NHMA Police Liability Insur				975	
<b>Total Purchased Services</b>		<b>0</b>	<b>0</b>	<b>975</b>	<b>975</b>	<b>100.0</b>
<b>Total Police - Mentoring Grant</b>		<b>0</b>	<b>0</b>	<b>57,064</b>	<b>56,621</b>	<b>100.0</b>

**City of Dover**  
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**Appropriations**

**2210 DOJ - Drug Ed & Enforce**

**Police**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>2317 Police - Victim/Witness Advocate</b>						
<b>Personal Services</b>						
4115	Regular Hourly Employees	0	0	14,710	14,559	100.0
	Victim Advocate RPT 20 hr/wk				14,559	
4220	FICA	0	0	912	903	100.0
	Cost of FICA - 6.2% of Wages				903	
4225	Medicare	0	0	213	211	100.0
	Cost of Medicare - 1.45% of wages				211	
4260	Workers Comp Insurance	0	0	774	774	100.0
	Workers Comp. Allocation				774	
<b>Total Personal Services</b>		<b>0</b>	<b>0</b>	<b>16,609</b>	<b>16,447</b>	<b>100.0</b>
<b>Total Police - Victim/Witness Advocate</b>		<b>0</b>	<b>0</b>	<b>16,609</b>	<b>16,447</b>	<b>100.0</b>

**City of Dover**  
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**2210 DOJ - Drug Ed & Enforce**

**Police**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>2318 Police - COPS in School</b>						
<b>Personal Services</b>						
4115	Regular Hourly Employees	0	0	40,461	40,089	100.0
	Police Officer RFT 41.25 hr/wk				37,303	
	Educational Incentive (Contract)				1,212	
	Holiday Pay (Contract)				1,574	
4211	Health Insurance	0	0	5,346	5,346	100.0
	Premiums to NHMA Health Ins. Trust				5,346	
4212	Dental Insurance	0	0	341	341	100.0
	Premiums to Dental Ins.				341	
4213	Life Insurance	0	0	104	103	100.0
	Premiums to NHMA for Life Insur.				103	
4225	Medicare	0	0	579	574	100.0
	Cost of Medicare - 1.45% of wages				574	
4230	Retirement	0	0	3,184	3,155	100.0
	Cost of NH Retirement System payments				3,155	
4260	Workers Comp Insurance	0	0	774	774	100.0
	Workers Comp Allocation of self insur.				774	
<b>Total Personal Services</b>		<b>0</b>	<b>0</b>	<b>50,789</b>	<b>50,382</b>	<b>100.0</b>
<b>Purchased Services</b>						
4523	Police Liab Insurance	0	0	975	975	100.0
	Cost of NHMA Police Liability Insurance				975	
<b>Total Purchased Services</b>		<b>0</b>	<b>0</b>	<b>975</b>	<b>975</b>	<b>100.0</b>
<b>Total Police - COPS in School</b>		<b>0</b>	<b>0</b>	<b>51,764</b>	<b>51,357</b>	<b>100.0</b>

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**2210 DOJ - Drug Ed & Enforce**

**Police**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>2327 Police - Drug Free Communities</b>						
<b>Personal Services</b>						
4115	Regular Hourly Employees	0	0	47,544	47,084	100.0
	Police Prevention Coord RFT 40 hr/wk				47,084	
4211	Health Insurance	0	0	5,346	5,346	100.0
	Premiums to NHMA Health Ins Trust				5,346	
4212	Dental Insurance	0	0	342	342	100.0
	Premiums to Dental Ins				342	
4213	Life Insurance	0	0	131	130	100.0
	Premiums to NHMA for Life Insur				130	
4220	FICA	0	0	2,909	2,881	100.0
	Cost of FICA - 6.20% of wages				2,881	
4225	Medicare	0	0	680	674	100.0
	Medicare				674	
4230	Retirement	0	0	2,805	2,778	100.0
	Cost of NH Retirement System payments.				2,778	
4260	Workers Comp Insurance	0	0	774	774	100.0
	Workers Comp. allocation of self ins.				774	
<b>Total Personal Services</b>		<b>0</b>	<b>0</b>	<b>60,531</b>	<b>60,009</b>	<b>100.0</b>
<b>Purchased Services</b>						
4523	Police Liab Insurance	0	0	975	975	100.0
	Cost of NHMA Police Liability Insur				975	
<b>Total Purchased Services</b>		<b>0</b>	<b>0</b>	<b>975</b>	<b>975</b>	<b>100.0</b>
<b>Total Police - Drug Free Communities</b>		<b>0</b>	<b>0</b>	<b>61,506</b>	<b>60,984</b>	<b>100.0</b>

**City of Dover**  
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**Appropriations**

**2220 DHA - Policing**

**Police**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>2305 Police - Dover DHA Policing</b>						
<b>Personal Services</b>						
4115	Regular Hourly Employees	0	0	57,803	57,261	100.0
	Police Officer RFT 41.25 hr/wk				53,629	
	Educational Incentive (Contract)				1,212	
	Holiday Pay (Contract)				2,260	
	Sick Leave (contract)				160	
4170	Longevity Pay	0	0	1,200	1,200	100.0
	Payment for years of service				1,200	
4211	Health Insurance	0	0	16,471	16,471	100.0
	Premiums to NHMA Health Ins. Trust				16,471	
4212	Dental Insurance	0	0	666	666	100.0
	Premiums to Dental Ins.				666	
4213	Life Insurance	0	0	149	148	100.0
	Premiums to NHMA for Life Insur.				148	
4220	FICA	0	0	10	10	100.0
	Cost of FICA - 6.20% of wages				10	
4225	Medicare	0	0	2	2	100.0
	Cost of Medicare - 1.45% of wages				2	
4230	Retirement	0	0	4,631	4,588	100.0
	Cost of NH Retirement System payments.				4,588	
4260	Workers Comp Insurance	0	0	774	774	100.0
	Workers Comp allocation of self insur.				774	
<b>Total Personal Services</b>		<b>0</b>	<b>0</b>	<b>81,706</b>	<b>81,120</b>	<b>100.0</b>
<b>Purchased Services</b>						
4523	Police Liab Insurance	0	0	975	975	100.0
	Cost of NHMA Police Liability Insur				975	
<b>Total Purchased Services</b>		<b>0</b>	<b>0</b>	<b>975</b>	<b>975</b>	<b>100.0</b>
<b>Total Police - Dover DHA Policing</b>		<b>0</b>	<b>0</b>	<b>82,681</b>	<b>82,095</b>	<b>100.0</b>



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# POLICE

**Division: Parking Activity Fund**

**Function 3213-42130**

***Mission Statement:***

To promote the safe and orderly flow of vehicle traffic by supervising all City owned and controlled parking areas, and enforcing all appropriate parking related laws and ordinances. Collect and receive parking and fine revenue for deposit in this special account.

***Major Services/Responsibilities:***

- Enforce two-hour parking ordinance in 499 spaces and meter parking in an additional 735 spaces.
- Collect and account for all parking revenue.
- Prosecute parking scofflaws in Dover District Court.
- Process and collect overdue fine revenue.

***Key Fiscal Year Objectives:***

- Maintain high levels of enforcement of parking laws.
- Continue contractual agreement for outside collection services.
- Continue the program to locate and serve summonses on out-of-town parking violators with unpaid overdue tickets.

***Performance Measures:***

Description	FY02 Act	FY03 Est	FY04 Est
Parking tickets issued	12,000	11,000	8,000
Total parking revenue generated	236,000	240,000	270,000

**City of Dover**  
**Fiscal Year 2004 Budget**  
**July 1, 2003 - June 30, 2004**

**Appropriations**

**3213 Parking Activity Fund**

**Police**

**42130 Police Traffic**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Personal Services</b>						
4115	Regular Hourly Employees	148,686	162,377	146,101	144,982	(10.7)
	Hourly Employees				136,485	
	Sworn Parking Commander RFT 41.25 hr/wk					
	Parking Control Officer RFT 35 hr/wk					
	Parking Control Officer RPT 21 hr/wk					
	2 Parking Control Officers RPT 20 hr/wk					
	Secretary RFT 35 hr/wk					
	Educational Incentive (contract)				3,343	
	Holiday Pay (contract)				4,154	
	Sick Leave (contract)				1,000	
4130	Overtime Pay	206	450	348	348	(22.7)
	Overtime Pay				348	
4170	Longevity Pay	2,570	2,570	1,591	1,591	(38.1)
	Payment for years of service				1,591	
4211	Health Insurance	35,805	43,755	50,291	50,291	14.9
	Premiums to NHMA Health Ins. Trust				50,291	
4212	Dental Insurance	1,520	1,520	1,274	1,274	(16.2)
	Premiums to Dental Ins.				1,274	
4213	Life Insurance	306	344	276	274	(20.3)
	Premiums to NHMA for Life Insur.				274	
4220	FICA	5,302	5,626	5,681	5,643	0.3
	Cost of FICA - 6.20% of wages.				5,643	
4225	Medicare	1,240	1,316	2,096	2,080	58.1
	Cost of Medicare - 1.45% of wages				2,080	
4230	Retirement	5,788	6,427	7,458	7,404	15.2
	Cost of NH Retirement System payments.				7,404	
4260	Workers Comp Insurance	2,455	2,306	3,101	3,101	34.5
	Workers Comp allocation of self insur.				3,101	
4291	Uniform & Cleaning Allowance	1,471	1,388	1,388	1,388	0.0
	Cleaning allowance per contract				1,388	
<b>Total Personal Services</b>		<b>205,347</b>	<b>228,079</b>	<b>219,605</b>	<b>218,376</b>	<b>(4.3)</b>
<b>Purchased Services</b>						
4335	Auditing Services	355	359	364	531	47.9
	Auditing Services				531	
4422	Contract Snow Plowing	1,502	0	0	0	0.0
4433	Maint Chrgs - Equipment	157	800	900	900	12.5

**City of Dover**  
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**Appropriations**

**3213 Parking Activity Fund**

**Police**

**42130 Police Traffic**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
	Maintenance of Manual Meters				700	
	Misc. manual meter parts					
	Misc. TickeTrak parts					
	Misc. Cash Register Parts				200	
4435	Maint Chrgs - Office Equipment	3,210	3,210	3,275	3,275	2.0
	Ticket System				2,995	
	Computer Maintenance	2	@ 100.00		200	
	Printer	1	@ 20.00		20	
	UPS	3	@ 20.00		60	
4523	Police Liab Insurance	899	958	975	975	1.8
	Cost of NHMA Police Liability Insur				975	
4524	Public Liab Insurance	765	1,130	1,244	1,244	10.1
	Cost of NHMA Public Liability Insur				1,244	
4534	Postage	1,919	3,469	3,528	3,528	1.7
	Regular & Certified mailing costs				3,528	
<b>Total Purchased Services</b>		<b>8,806</b>	<b>9,926</b>	<b>10,286</b>	<b>10,453</b>	<b>5.3</b>

**Supplies**

4611	Office Supplies	2,299	6,259	6,259	6,259	0.0
	Envelopes, permits, printing & supplies				6,259	
4612	Operating Supplies	892	1,426	1,426	1,426	0.0
	Printer ribbons, TickeTraks				1,426	
4615	Clothing & Uniforms	601	1,500	1,500	1,500	0.0
	Uniforms & accessories	5	@ 300.00		1,500	
4622	Electricity	10,086	14,123	13,890	13,890	(1.6)
	Lighting of City Parking Lots				13,890	
4626	Vehicle Fuels	825	1,242	1,044	1,044	(15.9)
	Gas, Oil and Lube for vehicles				1,044	
4654	Maint Supplies - Vehicles	66	863	614	614	(28.9)
	Tires, parts & maint. of vehicles				614	
4661	Fleet Maint Charge	1,350	1,350	1,350	1,350	0.0
	Allocation of Fleet Maintenance Budget				1,350	
4681	Minor Equip, Furniture & Fxtrs	1,770	2,850	10,980	10,980	285.3
	Automated parking meter heads	44	@ 180.00		7,920	
	Orchard Street Lot					
	EHT 30 Hand Held Ticket Units				3,060	
<b>Total Supplies</b>		<b>17,889</b>	<b>29,613</b>	<b>37,063</b>	<b>37,063</b>	<b>25.2</b>

**Capital Outlay**

**City of Dover**  
**Fiscal Year 2004 Budget**  
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**Appropriations**

**3213     Parking Activity Fund**

**Police**

**42130     Police Traffic**

<u>Account</u>	<u>Description</u>	<u>Prior Year Actual</u>	<u>Current Year Budget</u>	<u>Dept Request</u>	<u>City Mgr Proposed</u>	<u>% Chng</u>
4745	Computers & Communications Equip	5,253	5,245	2,185	2,185	(58.3)
	Personal Computer				2,185	
	<b>Total Capital Outlay</b>	<u>5,253</u>	<u>5,245</u>	<u>2,185</u>	<u>2,185</u>	<u>(58.3)</u>
<b>Total 42130</b>	<b>Police Traffic</b>	<u>237,296</u>	<u>272,863</u>	<u>269,139</u>	<u>268,077</u>	<u>(1.8)</u>

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**City of Dover**  
**Fiscal Year 2004 Budget**  
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**Fire & Rescue**

**Appropriations by Function**

<u>Fund</u>	<u>Description</u>	<u>Prior Year Actual</u>	<u>Current Year Budget</u>	<u>City Mgr Proposed</u>	<u>Dollar Change</u>	<u>% Chng</u>
<b>1000</b>	<b>General Fund</b>					
	42210 F&R Admin	227,386	209,253	238,841	29,588	14.1
	42220 F&R Suppression	3,118,011	3,401,151	3,732,656	331,505	9.7
	42230 F&R Prevention	182,168	199,493	303,443	103,950	52.1
	42280 F&R Buildings	59,989	48,299	59,467	11,168	23.1
	42290 F&R Special Details	376	5,389	3,329	(2,060)	(38.2)
	<b>Total 1000 General Fund</b>	<b>3,587,930</b>	<b>3,863,585</b>	<b>4,337,736</b>	<b>474,151</b>	<b>12.3</b>
<b>2290</b>	<b>Emergency Management</b>					
	42230 F&R Prevention	464	20,000	19,600	(400)	(2.0)
	<b>Total 2290 Emergency Management</b>	<b>464</b>	<b>20,000</b>	<b>19,600</b>	<b>(400)</b>	<b>(2.0)</b>
	<b>Total for Department</b>	<b>3,588,394</b>	<b>3,883,585</b>	<b>4,357,336</b>	<b>473,751</b>	<b>12.2</b>

**Appropriations by Budget Category**

<u>Fund</u>	<u>Description</u>	<u>Prior Year Actual</u>	<u>Current Year Budget</u>	<u>City Mgr Proposed</u>	<u>Dollar Change</u>	<u>% Chng</u>
<b>1000</b>	<b>General Fund</b>					
	Personal Services	3,181,076	3,498,098	3,934,917	436,819	12.5
	Purchased Services	180,696	160,365	195,285	34,920	21.8
	Supplies	156,261	185,392	184,004	(1,388)	(0.7)
	Capital Outlay	47,261	0	0	0	NA
	Other Expenses	9,833	9,730	13,730	4,000	41.1
	Operating Transfers Out	12,803	10,000	9,800	(200)	(2.0)
	<b>Total 1000 General Fund</b>	<b>3,587,930</b>	<b>3,863,585</b>	<b>4,337,736</b>	<b>474,151</b>	<b>12.3</b>
<b>2290</b>	<b>Emergency Management</b>					
	Personal Services	0	10,000	10,000	0	0.0
	Purchased Services	0	10,000	9,600	(400)	(4.0)
	Supplies	464	0	0	0	NA
	<b>Total 2290 Emergency Management</b>	<b>464</b>	<b>20,000</b>	<b>19,600</b>	<b>(400)</b>	<b>(2.0)</b>
	<b>Total for Department</b>	<b>3,588,394</b>	<b>3,883,585</b>	<b>4,357,336</b>	<b>473,751</b>	<b>12.2</b>

# FIRE AND RESCUE

**Division: Administration**

**Function 42210**

## ***Mission Statement:***

To provide the community with information, education, services and representation to improve the quality of life and to enhance their ability to survive from the devastation of fire, environmental, natural and manmade emergencies.

## ***Major Services/Responsibilities:***

- Long range planning
- Develop CIP recommendations
- Fire prevention
- Managing annual budget
- Emergency Management
- Increase revenue generation
- Fire Suppression
- Public education
- Emergency medical care (paramedics)
- Rescue
- Disaster preparedness/relief
- Hazardous material mitigation
- Public assistance
- Fire/arson investigation

## ***Key Fiscal Year Objectives:***

- Maintain a high quality customer service reputation
- Provide the best emergency response services for the least amount of money
- Maintain 24-hour Paramedic Program
- Maintain personnel fire suppression certification levels
- Maintain overall response capabilities and mitigation of structure fires
- Maintain apparatus at a state of readiness
- Extend public education programs to industry and business

## ***Performance Measures:***

Description	FY02 Act	FY03 Est	FY04 Est
Maintain 24-hour Paramedic Program	17	17	17
Maintain personnel certification levels	Increased	Increased	Increased
Develop plan to comply with NFPA 1710			
Maintain ambulance billing collection rate	71%	71%	71%



**City of Dover**  
**Fiscal Year 2004 Budget**  
**July 1, 2003 - June 30, 2004**

**Appropriations**

**1000 General Fund**

**Fire & Rescue**

**42210 F&R Admin**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Personal Services</b>						
4110	Regular Salaried Employees	100,051	72,680	125,879	126,936	74.7
	Fire Chief RFT 40 hr/wk				90,216	
	Less amount charged to EM				(6,400)	
	1 Executive Secretary RFT @ 40/hr/wk moved from 4115-changed to exempt				43,120	
4115	Regular Hourly Employees	47,284	49,763	9,035	8,949	(82.0)
	Clerk Typist II RPT@ 15 hr/wk Ambulance Billing				8,949	
4130	Overtime Pay	6,733	8,788	0	0	(100.0)
	Unscheduled overtime, annual projects removed due to change exe. sec. to exempt					
4170	Longevity Pay	780	780	1,600	1,600	105.1
	Payment for years of service: Executive Secretary				1,600	
4211	Health Insurance	12,038	12,549	19,780	19,780	57.6
	Premiums to NHMA Health Ins. Trust				19,780	
4212	Dental Insurance	957	957	1,007	1,007	5.2
	Premiums to Dental Ins.				1,007	
4213	Life Insurance	639	345	365	368	6.7
	Premiums to NHMA for Life Insur.				368	
4214	Disability Insurance	600	681	666	677	(0.6)
	Premiums for Disability Insur.				677	
4220	FICA	3,469	3,626	3,320	3,289	(9.3)
	Cost of FICA - 6.20% of wages				3,289	
4225	Medicare	811	848	776	769	(9.3)
	Cost of Medicare - 1.45% of wages				769	
4230	Retirement	8,381	8,361	14,590	14,763	76.6
	Cost of NH Retirement System payments.				14,763	
4240	Staff Development	1,168	3,000	3,000	3,000	0.0
	Seminars, Conference Reg., Tuition				3,000	
4260	Workers Comp Insurance	3,738	2,860	7,517	7,517	162.8
	Workers Comp allocation of self insur.				7,517	
4290	FSA Fees	0	58	58	58	0.0
	Admin fees - Flexible Spending Accts				58	
4291	Uniform & Cleaning Allowance	500	500	500	500	0.0
	Clothing Allowance				500	

**City of Dover**  
**Fiscal Year 2004 Budget**  
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**Appropriations**

**1000 General Fund**

**Fire & Rescue**

**42210 F&R Admin**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Total Personal Services</b>		<b>187,150</b>	<b>165,796</b>	<b>188,093</b>	<b>189,213</b>	<b>14.1</b>
<b>Purchased Services</b>						
4312	Management Services	761	1,300	700	700	(46.2)
	Recruitment and promotional exams				700	
	1 Lt. exam - \$250					
	1 Engineer exam - \$150					
	1 Captain exam - \$300					
4341	Technical Services	1,199	1,200	1,000	1,000	(16.7)
	Misc. software support				1,000	
	Consulting services/emergency vehicles & equipment		\$600			
	Non-contracted software support for Sunpro (NFIRS)		\$400			
4411	Water & Sewer Expense	1,581	1,928	0	0	(100.0)
	Water and sewer usage					
	moved to Bldgs. acct.					
4435	Maint Chrgs - Office Equipment	2,493	5,970	4,880	4,880	(18.3)
	Personal computers	13 EA @	100.00		1,300	
	Printers - Ink jet/Laser	15 EA @	40.00		600	
	Printer - Dot Matrix	1 EA @	20.00		20	
	Pager Scanner	2 EA @	15.00		30	
	UPS	2 EA @	20.00		40	
	Typewriter	2 EA @	45.00		90	
	Tech support				2,800	
	Ambulance billing tech support	\$1800				
	Fire Incident tech support	\$1000				
4522	Vehicle & Equip Insurance	325	336	342	342	1.8
	Cost of NHMA Vehicle Insurance				342	
	moved to FP due to reassignment of car					
4524	Public Liab Insurance	802	1,085	1,026	1,026	(5.4)
	Cost of NHMA Public Liability Insur				1,026	
4531	Telecommunications	9,246	7,828	26,879	20,000	155.5
	Cell phone service (15)				5,960	
	formally EM acct.-no grant received					
	Bay Ring phone lines (29 Centrex lines)				12,500	
	Pager service (50)				2,900	
	Long distance				1,200	
	AT & T MDT cellular serv - 9 @ \$39.99/mo				4,319	
	CM reduction				(6,879)	
4534	Postage	2,083	2,200	2,200	2,200	0.0
	General mailing				250	
	Ambulance bills				1,150	
	UPS/packages				400	
	Fire Prevention mailings				400	
4580	Travel Expense	(69)	760	760	760	0.0
	Transportation, meals & lodging				760	
	Fire Chief Conference					

**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Appropriations**

**1000 General Fund**

**Fire & Rescue**

**42210 F&R Admin**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
	<b>Total Purchased Services</b>	<b>18,421</b>	<b>22,607</b>	<b>37,787</b>	<b>30,908</b>	<b>36.7</b>
<b>Supplies</b>						
4611	Office Supplies	3,758	3,500	3,500	3,500	0.0
	Print cartridges				1,000	
	Paper				588	
	Misc. office supplies				1,300	
	Binders, reports				162	
	Stationery, envelopes				450	
4612	Operating Supplies	162	500	500	500	0.0
	Ambulance invoices				340	
	Window envelopes				160	
4661	Fleet Maint Charge	1,350	1,350	0	0	(100.0)
	Division share of Fleet Maint. Budget Sedan moved to Fire Prevention					
4681	Minor Equip, Furniture & Fxtrs	3,742	5,500	4,920	4,920	(10.5)
	PC replacement - 2 @ \$1800				3,600	
	Portable radio maint. - 33 @ \$40				1,320	
	<b>Total Supplies</b>	<b>9,012</b>	<b>10,850</b>	<b>8,920</b>	<b>8,920</b>	<b>(17.8)</b>
<b>Operating Transfers Out</b>						
4912	Transfer to Special Rev	12,803	10,000	9,800	9,800	(2.0)
	Transfer to Emergency Management Special Revenue: 50% City Match				9,800	
	<b>Total Operating Transfers Out</b>	<b>12,803</b>	<b>10,000</b>	<b>9,800</b>	<b>9,800</b>	<b>(2.0)</b>
<b>Total 42210</b>	<b>F&amp;R Admin</b>	<b>227,386</b>	<b>209,253</b>	<b>244,600</b>	<b>238,841</b>	<b>14.1</b>

# FIRE AND RESCUE

**Division: Suppression**

**Function 42220**

## ***Mission Statement:***

To provide the finest quality response to and mitigation of all fire and emergency incidents with professionalism and efficiency while maintaining effective results.

## ***Major Services/Responsibilities:***

- Customer Service
- Search and Rescue
- Fire Fighting
- Public Service
- Station, vehicle and equipment maintenance
- Completion of Incident Reports
- Preplanning/Response Readiness
- Life Safety
- Fire Prevention Activities
- Emergency Medical Care
- Public Education
- Specialized incident responses
- Completion of required training
- Hazardous materials response

## ***Key Fiscal Year Objectives:***

- Complete computerized dispatching capabilities
- Enhance response capabilities through progressive training
- Improve technical response through advanced training for personnel
- Reduce ambulance response times
- Continued support for department administration
- Contribute to the safety and well being of the citizens of our community
- Provide immediate and regional hazardous materials response teams
- Review and update all preplans
- Computerize preplans of all target areas

## ***Performance Measures:***

Description	FY02 Act	FY03 Est	FY04 Est
Fires, building, auto, brush, etc.	135	150	150
Emergency medical responses	2,000	2,100	2,100
Hazardous conditions	299	250	250
Service Calls	2,300	2,400	2,400
Investigation responses	575	600	600

**City of Dover**  
**Fiscal Year 2004 Budget**  
**July 1, 2003 - June 30, 2004**

**Appropriations**

**1000 General Fund**

**Fire & Rescue**

**42220 F&R Suppression**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Personal Services</b>						
4110	Regular Salaried Employees	67,434	77,861	79,074	78,363	0.6
	Asst. Fire Chief RFT 40 hr/wk				73,412	
	Charge to Emergency Management				(1,400)	
	Holiday pay				2,851	
	Incentive (career and college)				1,700	
	EMT/EOA/D-fib				800	
	FireSpec				1,000	
4115	Regular Hourly Employees	1,790,280	1,929,593	1,968,746	1,950,136	1.1
	42 Fire Officers & Firefighters				1,806,299	
	1 Staff Officer (Training)					
	RFT @ 40/hr/wk					
	8 Suppression Officers					
	RFT @ 42 hr/wk					
	32 Firefighters					
	RFT @ 42 hr/wk					
	4 Call Firefighters				3,500	
	Holiday pay				71,089	
	Incentive (career and college)				38,448	
	EMT/EOA/D-fib				23,300	
	Continuing Education (per contract)				7,500	
4130	Overtime Pay	236,562	343,357	326,259	326,259	(5.0)
	Unscheduled OT, vacations, sick leave				289,959	
	Off-duty training				24,000	
	ALS Refresher for all medics (per cont.)				5,300	
	Off-duty training and callouts (SRT)				4,000	
	Mandatory state fire training				3,000	
4160	Severance Pay	4,705	0	0	0	0.0
4170	Longevity Pay	29,200	28,000	28,000	28,000	0.0
	Payment for years of service				28,000	
4211	Health Insurance	427,114	486,273	604,012	604,012	24.2
	Premiums to NHMA Health Ins. Trust				604,012	
4212	Dental Insurance	22,608	22,365	22,688	22,688	1.4
	Premiums to Dental Ins.				22,688	
4213	Life Insurance	3,825	5,106	5,239	5,188	1.6
	Premiums to NHMA for Life Insur.				5,188	
4220	FICA	1,016	733	2,272	2,251	207.1
	Cost of FICA - 6.20% of wages				2,251	
4225	Medicare	23,276	25,948	26,817	26,602	2.5
	Cost of Medicare - 1.45% of wages				26,602	
4230	Retirement	144,059	159,667	322,557	319,960	100.4
	Cost of NH Retirement System payments.				319,960	

**City of Dover**  
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**Appropriations**

**1000 General Fund**

**Fire & Rescue**

**42220 F&R Suppression**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
4240	Staff Development	16,888	17,000	16,000	16,000	(5.9)
	NHFC Conference				350	
	NEDIAFC Conference				300	
	Staff & Command Course				1,000	
	NH Safety Council				100	
	Officer Certification				450	
	Contractural college courses				3,000	
	Weekend courses and special courses				800	
	FDIC				850	
	State Certification fees				1,000	
	Misc. training supplies				1,000	
	Paramedic school				2,800	
	RTP Manuals				600	
	Outside Instructors pay				1,000	
	Basic EMS Texts - updates				300	
	Mandatory Testing fees for EMS				1,750	
	ACLS Instructor - PALS				700	
4260	Workers Comp Insurance	53,091	41,966	72,707	72,707	73.3
	Workers Comp allocation of self insur.				72,707	
4290	FSA Fees	594	691	749	749	8.4
	Admin fees - Flexible Spending Accts				749	
4291	Uniform & Cleaning Allowance	6,213	6,650	6,475	6,475	(2.6)
	Fire Officers	10 EA @	87.50		875	
	Firefighters	32 EA @	175.00		5,600	
<b>Total Personal Services</b>		<b>2,826,863</b>	<b>3,145,210</b>	<b>3,481,595</b>	<b>3,459,390</b>	<b>10.0</b>

**Purchased Services**

4336	Medical Services	2,280	4,100	5,469	3,219	(21.5)
	Officer Exams (10)				2,500	
	New Employee/Call FF (2)				500	
	HEP shots				219	
	TB testing (cost switched to WDH)					
	Fitness Evaluations (45) (CM)					
4341	Technical Services	1,040	0	0	0	0.0
4423	Cleaning Services	2,115	3,200	3,000	3,000	(6.3)
	Cleaning of linen, airway adjuncts, CPR				1,000	
	Mast appliances, carpeting					
	Officer's shirt cleaning				2,000	
4433	Maint Chrgs - Equipment	14,219	8,295	6,400	6,400	(22.8)
	Maint. of airpacks				1,000	
	Power tools and extinguishers					
	EMS equipment preventative maint.				3,000	
	small equipment & power tools				1,500	
	extinguishers				900	
4434	Maint Chrgs - Vehicles	45,677	20,500	27,600	27,600	34.6

**City of Dover**  
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**Appropriations**

**1000 General Fund**

**Fire & Rescue**

**42220 F&R Suppression**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
	Major repairs--pump overhaul, brakes transmissions, clutch (parts)				5,000	
	Tubes, tires, chains, batteries				10,000	
	Annual certification & testing: 2 aerial ladders & 4 pumpers				1,800	
	Maint. Station Generators				500	
	Regular maintenance: 2 Trucks, 3 Ambulances Squad, 4 Pumpers				3,200	
	Full maint. on T-1(moved from Fleet)				2,800	
	Full maint. on Quint(moved from Fleet)				2,800	
	Mobile radio repair (moved from Acct. #4433)				1,500	
4443	Rental of Equipment	61,400	61,400	73,000	73,000	18.9
	Hydrant rental (Increase due to inc. in hydrants- 730)				72,500	
	Rental of pumps, staging, small tools				500	
4521	Property Insurance	64	98	147	147	50.0
	Division share of insurance premium				147	
4522	Vehicle & Equip Insurance	6,284	8,247	8,394	8,394	1.8
	Division share of insurance				8,394	
4524	Public Liab Insurance	12,266	15,681	17,306	17,306	10.4
	Division share of insurance				17,306	
4580	Travel Expense	2,584	1,750	1,750	1,750	0.0
	EMS Suppression				1,750	
<b>Total Purchased Services</b>		<b>147,929</b>	<b>123,271</b>	<b>143,066</b>	<b>140,816</b>	<b>14.2</b>
<b>Supplies</b>						
4612	Operating Supplies	1,004	1,000	1,400	1,400	40.0
	Photography supplies				500	
	Foam (50 gals)				900	
4615	Clothing & Uniforms	34,070	29,100	30,490	30,490	4.8
	Uniform replacement				16,000	
	Class "A" Uniforms				1,600	
	Boots				1,225	
	PT gear				1,500	
	Gloves, mittens and hoods				2,010	
	Jackets				835	
	Bunker coats & pants				5,300	
	Honor Guard supplies/equipment				520	
	Repair old bunker gear				1,500	
4626	Vehicle Fuels	11,321	10,120	11,120	11,120	9.9
	Gas, oil, diesel fuel & lube all vehicle (Increase due to est. 20% inc. in est.)				11,120	
4631	Food	544	500	500	500	0.0

**City of Dover**  
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**Appropriations**

**1000 General Fund**

**Fire & Rescue**

**42220 F&R Suppression**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
					500	
4635	Medicinal Supplies	14,326	15,950	15,575	15,575	(2.4)
	First aid & safety supplies-call inc.				12,175	
	Oxygen				2,800	
	Nitrous Oxide				600	
4640	Publications	2,131	3,300	3,100	3,100	(6.1)
	Codes, replacement training manuals				3,100	
	New books and publications					
	National fire codes and professional publications					
	Subscriptions					
4654	Maint Supplies - Vehicles	7,506	2,750	2,750	2,750	0.0
	Cleaners, soap, waxes, rags				2,750	
4661	Fleet Maint Charge	5,800	31,720	31,700	31,700	(0.1)
	Division share of Fleet Maint. Budget				31,700	
4681	Minor Equip, Furniture & Fxtrs	24,408	28,500	22,085	22,085	(22.5)
	Small tool replacement & parts				6,700	
	Power equipment replacement & parts				8,800	
	Ambulance stair chairs (3 replacements)				6,585	
<b>Total Supplies</b>		<b>101,110</b>	<b>122,940</b>	<b>118,720</b>	<b>118,720</b>	<b>(3.4)</b>

**Capital Outlay**

4720	Buildings	430	0	0	0	0.0
4741	Machinery & Equipment	424	0	100,000	0	0.0
	Hose (CM Reduction)					
	Defibrillator replacement (3) (CM)					
4742	Light Vehicles	27,577	0	0	0	0.0
4745	Computers & Communications Equip	3,844	0	0	0	0.0
<b>Total Capital Outlay</b>		<b>32,276</b>	<b>0</b>	<b>100,000</b>	<b>0</b>	<b>0.0</b>

**Other Expenses**

4810	Membership Dues	9,833	9,730	13,730	13,730	41.1
	Community Mutual Aid cascade dues				1,000	
	S.T.A.R.T Hazmat membership				6,000	
	EAP				1,800	
	NHAA, ISFSI, IEU, NEFMA, NEFCA				930	
	NHFCA, NFPA, IAFC					
	Fire Accreditation membership				4,000	
<b>Total Other Expenses</b>		<b>9,833</b>	<b>9,730</b>	<b>13,730</b>	<b>13,730</b>	<b>41.1</b>



**City of Dover**  
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**Appropriations**

**1000    General Fund**

**Fire & Rescue**

**42220    F&R Suppression**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
Total 42220	F&R Suppression	3,118,011	3,401,151	3,857,111	3,732,656	9.7

# FIRE AND RESCUE

**Division: PREVENTION**

**Function 42230**

## ***Mission Statement:***

To enhance the quality of our community through the enforcement of life safety fire codes and the delivery of progressive fire safety education to its members.

## ***Major Services/Responsibilities:***

- Customer service
- Code interpretation/enforcement
- Public education
- Administration support
- Public assistance
- Legal actions
- Juvenile firesetter counseling
- Emergency Management support
- Fire prevention
- Plan review (i.e., building, sprinkler)
- Fire/arson investigation
- Technologies coordination
- Public information
- Fireground/EMS support
- Initiate and enforce state and local ordinances for compliance

## ***Key Fiscal Year Objectives:***

- Conduct fire and life safety inspections
- Continue coordination of in-service Inspection Program
- Refine regional natural disaster resource inventory list
- Provide technical assistance to industry for fire protection issues
- Liaison to Building Inspector's Office
- Initiate and enforce state and local ordinances for compliance
- Sponsor 11<sup>th</sup> Annual Children's Fire Safety Festival
- Expand participation in the "Risk Watch" program
- NFPA Code compliance
- Investigate consumer complaints
- Conduct building, sprinkler and fire alarm plan reviews
- Liaison to Police Department and State Fire Marshall's Office for fire and criminal investigations
- Contribute manpower for support of fire and emergency incident responses
- Technical Review Committee
- Reduce overtime costs by providing manpower support to Suppression

## ***Performance Measures:***

Description	FY02 Act	FY03 Est	FY04 Est
Conduct timely fire inspections	425	450	650
Expand "Risk Watch" Program	73	90	130
Investigate major fires	8	8	8

**City of Dover**  
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**Appropriations**

**1000 General Fund**

**Fire & Rescue**

**42230 F&R Prevention**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Personal Services</b>						
4110	Regular Salaried Employees	67,434	76,361	72,862	72,215	(5.4)
	Dep. Fire Chief RFT 40 hr/wk (changed from AC)				66,583	
	Incentive (college and career)				1,262	
	EMT/EOA/D-fib				800	
	Holiday pay				2,570	
	FireSpec				1,000	
4115	Regular Hourly Employees	53,376	53,145	125,088	123,925	133.2
	Clerk Typist II RPT 25 hr/wk (moved from Admin)				16,709	
	2 Staff Officer RFT 40 hr/wk				100,147	
	Holiday pay				2,407	
	Incentive (college and career)				2,862	
	EMT/EOA/D-fib				1,800	
4130	Overtime Pay	5,519	6,300	6,000	6,000	(4.8)
	Unscheduled OT, vacation & sick leave				6,000	
4170	Longevity Pay	2,000	2,400	3,600	3,600	50.0
	Payment for years of service				3,600	
4211	Health Insurance	22,268	24,183	39,612	39,612	63.8
	Premiums to NHMA Health Ins. Trust				39,612	
4212	Dental Insurance	1,266	1,266	1,998	1,998	57.8
	Premiums to Dental Ins.				1,998	
4213	Life Insurance	311	332	465	460	38.6
	Premiums to NHMA for Life Insur.				460	
4220	FICA	0	0	1,071	1,061	100.0
	Cost of FICA - 6.20% of wages				1,061	
4225	Medicare	1,794	1,939	1,877	1,860	(4.1)
	Cost of Medicare - 1.45% of wages				1,860	
4230	Retirement	8,487	9,604	25,573	25,352	164.0
	Cost of NH Retirement System payments.				25,352	
4240	Staff Development	645	3,300	3,300	3,300	0.0
	College Courses				1,000	
	Pine Tree Burn Foundation				320	
	NFPA Annual Meeting				450	
	Staff and Command Courses				850	
	St. Anselm's Arson Seminar				480	
	Arson Investigator Certification				200	
4260	Workers Comp Insurance	3,171	2,614	4,256	4,256	62.8
	Workers Comp allocation of self insur.				4,256	
4290	FSA Fees	264	115	115	115	0.0

**City of Dover**  
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**Appropriations**

**1000 General Fund**

**Fire & Rescue**

**42230 F&R Prevention**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
	Admin fees - Flexible Spending Accts				115	
4291	Uniform & Cleaning Allowance	175	175	262	262	49.7
	Clothing Allowance				262	
<b>Total Personal Services</b>		<b>166,710</b>	<b>181,734</b>	<b>286,079</b>	<b>284,016</b>	<b>56.3</b>
<b>Purchased Services</b>						
4521	Property Insurance	5	7	0	0	(100.0)
	Division share of insurance					
4522	Vehicle & Equip Insurance	325	336	342	342	1.8
	Vehicle insurance				342	
4524	Public Liab Insurance	697	916	985	985	7.5
	Liability insurance				985	
4531	Telecommunications	2,021	0	0	0	0.0
4550	Printing & Binding	494	1,000	1,000	1,000	0.0
	Public education handouts				1,000	
4580	Travel Expense	935	1,500	1,500	1,500	0.0
	Public Education & Fire Prevention				1,500	
<b>Total Purchased Services</b>		<b>4,477</b>	<b>3,759</b>	<b>3,827</b>	<b>3,827</b>	<b>1.8</b>
<b>Supplies</b>						
4611	Office Supplies	1,241	1,500	1,500	1,500	0.0
	Fire Prevention				1,000	
	Public Education				500	
4612	Operating Supplies	5,542	9,800	9,800	9,800	0.0
	Misc. Public Education Materials				800	
	Junior Fire Hats				1,000	
	10th Annual Fire Safety Festival				5,000	
	Risk Watch supplies				3,000	
4654	Maint Supplies - Vehicles	482	0	0	0	0.0
4661	Fleet Maint Charge	2,700	2,700	4,050	4,050	50.0
	2 Suburbans, 1 Sedan	3 EA @	1,350.00		4,050	
4681	Minor Equip, Furniture & Fxtrs	1,016	0	250	250	100.0
	Fire Prevention Trailer				250	
<b>Total Supplies</b>		<b>10,981</b>	<b>14,000</b>	<b>15,600</b>	<b>15,600</b>	<b>11.4</b>
<b>Total 42230 F&amp;R Prevention</b>		<b>182,168</b>	<b>199,493</b>	<b>305,506</b>	<b>303,443</b>	<b>52.1</b>

**City of Dover**  
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**Appropriations**

**1000 General Fund**

**Fire & Rescue**

**42280 F&R Buildings**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Purchased Services</b>						
4411	Water & Sewer Expense	0	0	1,928	1,928	100.0
	Water and sewer usage				1,928	
4431	Maint Chrgs - Buildings	8,535	8,700	15,700	15,700	80.5
	Contract expenses to maintain buildings				8,700	
	Paint interior of Central Station				7,000	
4521	Property Insurance	1,130	1,761	1,839	1,839	4.4
	Division share of insurance premium				1,839	
4524	Public Liab Insurance	181	236	236	236	0.0
	Cost of NHMA Public Liability Insur				236	
<b>Total Purchased Services</b>		<b>9,846</b>	<b>10,697</b>	<b>19,703</b>	<b>19,703</b>	<b>84.2</b>
<b>Supplies</b>						
4621	Natural Gas	10,054	11,685	11,685	11,685	0.0
	Natural gas service				11,685	
4622	Electricity	13,471	14,630	14,279	14,279	(2.4)
	Electrical service				14,279	
4651	Maint Supplies - Buildings	11,633	11,287	13,800	13,800	22.3
	Custodial supplies, paint, materials used for plumbing, electrical & building repairs				13,800	
<b>Total Supplies</b>		<b>35,158</b>	<b>37,602</b>	<b>39,764</b>	<b>39,764</b>	<b>5.7</b>
<b>Capital Outlay</b>						
4725	Building Improvements	0	0	46,000	0	0.0
	Window Replacement (22) (CM) Central renovations (CM)					
4727	Building Systems	14,985	0	19,300	0	0.0
	Install donated central air conditioner Central Station					
<b>Total Capital Outlay</b>		<b>14,985</b>	<b>0</b>	<b>65,300</b>	<b>0</b>	<b>0.0</b>
<b>Total 42280 F&amp;R Buildings</b>		<b>59,989</b>	<b>48,299</b>	<b>124,767</b>	<b>59,467</b>	<b>23.1</b>

# FIRE AND RESCUE

**Division: Special Details**

**Function 42290**

***Mission Statement:***

To provide a mechanism for entities to contract for fire and rescue services through the City.

***Major Services/Responsibilities:***

- Specialized training for Seabrook Station as a host community
- Continuing training for Emergency Management
- Provide a wire watch for outside agencies

***Key Fiscal Year Objectives:***

- Continue training for Emergency Management
- Provide a fire watch for outside agencies

***Performance Measures:***

Description	FY02 Act	FY03 Est	FY04 Est
Provide fire watch for outside agencies	2	2	2
Host community training drills	4	4	4

**City of Dover**  
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**Appropriations**

**1000 General Fund**

**Fire & Rescue**

**42290 F&R Special Details**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Personal Services</b>						
4130	Overtime Pay	207	5,000	2,000	2,000	(60.0)
	Unscheduled Overtime				2,000	
4225	Medicare	6	73	29	29	(60.3)
	Cost of Medicare - 1.45% of wages				29	
4230	Retirement	140	285	269	269	(5.6)
	Cost of NH Retirement System payments.				269	
<b>Total Personal Services</b>		<b>353</b>	<b>5,358</b>	<b>2,298</b>	<b>2,298</b>	<b>(57.1)</b>
<b>Purchased Services</b>						
4524	Public Liab Insurance	23	31	31	31	0.0
	Cost of NHMA Public Liability Insur				31	
<b>Total Purchased Services</b>		<b>23</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>0.0</b>
<b>Supplies</b>						
4612	Operating Supplies	0	0	500	500	100.0
	Misc. supplies for drills and operations				500	
4631	Food	0	0	500	500	100.0
	Food for Drills				500	
<b>Total Supplies</b>		<b>0</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>	<b>100.0</b>
<b>Total 42290 F&amp;R Special Details</b>		<b>376</b>	<b>5,389</b>	<b>3,329</b>	<b>3,329</b>	<b>(38.2)</b>

# FIRE AND RESCUE

**Division: Emergency Management Fund**

**Function: 2290-42230**

## ***Mission Statement:***

To provide the community with information, education, services and representation to enhance their ability to survive from the devastation of fire, environmental, natural and manmade emergencies.

## ***Major Services/Responsibilities:***

Public education  
Emergency preparedness  
Disaster preparedness  
Hazardous material incident mitigation  
Public assistance  
Overall emergency management

## ***Key Fiscal Year Objectives:***

- Expand natural and manmade disaster response capabilities through specialized training and general equipment purchase
- Increase overall response capabilities through computerization
- Reduce anticipated hazardous materials impact through training, equipment readiness and computerization

## ***Performance Measures:***

Description	FY02 Act	FY03 Est	FY04 Est
Administration of Emergency Management budget	33,640	20,000	20,000
Received 50% matching funds	16,820	10,000	10,000



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**Appropriations**

**2290 Emergency Management**

**Fire & Rescue**

**42230 F&R Prevention**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Personal Services</b>						
4110	Regular Salaried Employees	0	0	7,800	7,800	100.0
	Charge for portion of Fire Chief				6,400	
	Charge for portion of Asst Fire Chief				1,400	
4240	Staff Development	0	0	2,200	2,200	100.0
	Emergency Management Courses				2,200	
<b>Total Personal Services</b>		<b>0</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>	<b>100.0</b>
<b>Purchased Services</b>						
4443	Rental of Equipment	0	0	2,900	2,900	100.0
	Copy machine lease				2,900	
4531	Telecommunications	0	0	6,700	6,700	100.0
	Paging equipment				2,389	
	Telephone for EOC				1,780	
	E.M. phone usage				995	
	ISDN line for Central Station \$128/mo.				1,536	
<b>Total Purchased Services</b>		<b>0</b>	<b>0</b>	<b>9,600</b>	<b>9,600</b>	<b>100.0</b>
<b>Total 42230 F&amp;R Prevention</b>		<b>0</b>	<b>0</b>	<b>19,600</b>	<b>19,600</b>	<b>100.0</b>

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**City of Dover**  
**Fiscal Year 2003 Budget**  
 July 1, 2002 - June 30, 2003

**Comm Serv PW**

**Appropriations by Function**

Function	Description	Prior Year Actual	Current Year Budget	City Mgr Proposed	Dollar Change	% Chng
<b>1000</b>	<b>General Fund</b>					
41941	Gen Gov't Buildings	230,183	298,535	320,931	22,396	7.5
41951	CS - Cemetery	172,581	190,140	198,019	7,879	4.1
43111	CS - Admin	228,785	260,148	217,925	(42,223)	(16.2)
43112	CS - Engineering	261,667	286,636	287,765	1,129	0.4
43121	CS - Streets	980,855	979,657	1,047,995	68,338	7.0
43125	CS - Snow Rmvl	182,078	192,232	192,978	746	0.4
43160	CS - Street Lighting	195,108	228,402	228,927	525	0.2
43180	CS - Fac & Gr	884,241	878,676	924,276	45,600	5.2
43240	CS - Recycling Mgmt	430,581	443,785	485,471	41,686	9.4
	<b>Total 1000 General Fund</b>	<b>3,566,078</b>	<b>3,758,211</b>	<b>3,904,287</b>	<b>146,076</b>	<b>3.9</b>
<b>3320</b>	<b>Residential Solid Waste</b>					
43230	CS - Waste Mgmt	635,421	704,639	762,324	57,685	8.2
	<b>Total 3320 Residential Solid Waste</b>	<b>635,421</b>	<b>704,639</b>	<b>762,324</b>	<b>57,685</b>	<b>8.2</b>
<b>5300</b>	<b>Water Fund</b>					
43320	CS - Water	2,204,182	2,323,187	2,660,986	337,799	14.5
	<b>Total 5300 Water Fund</b>	<b>2,204,182</b>	<b>2,323,187</b>	<b>2,660,986</b>	<b>337,799</b>	<b>14.5</b>
<b>5320</b>	<b>Sewer Fund</b>					
43250	CS - Sewer	2,600,143	2,619,884	2,762,379	142,495	5.4
43256	CS - Sewer - WWTP	914,829	1,037,935	1,072,853	34,918	3.4
	<b>Total 5320 Sewer Fund</b>	<b>3,514,972</b>	<b>3,657,819</b>	<b>3,835,232</b>	<b>177,413</b>	<b>4.9</b>
	<b>Total for Department</b>	<b>9,920,654</b>	<b>10,443,856</b>	<b>11,162,829</b>	<b>718,973</b>	<b>6.9</b>

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**City of Dover**  
**Fiscal Year 2003 Budget**  
 July 1, 2002 - June 30, 2003

**Comm Serv PW**

**Appropriations by Budget Category**

<b>Fund</b>	<b>Description</b>	<b>Prior Year Actual</b>	<b>Current Year Budget</b>	<b>City Mgr Proposed</b>	<b>Dollar Change</b>	<b>% Chng</b>
<b>1000</b>	<b>General Fund</b>					
	Personal Services	1,957,713	2,090,220	2,260,157	169,937	8.1
	Purchased Services	665,254	719,056	718,680	(376)	(0.1)
	Supplies	897,297	943,405	919,920	(23,485)	(2.5)
	Capital Outlay	6,557	0	0	0	0.0
	Other Expenses	3,180	5,530	5,530	0	0.0
	Operating Transfers Out	36,078	0	0	0	0.0
	<b>Total 1000 General Fund</b>	<b>3,566,078</b>	<b>3,758,211</b>	<b>3,904,287</b>	<b>146,076</b>	<b>3.9</b>
<b>3320</b>	<b>Residential Solid Waste</b>					
	Personal Services	61,543	67,257	87,152	19,895	29.6
	Purchased Services	509,457	566,432	604,222	37,790	6.7
	Supplies	62,278	70,950	70,950	0	0.0
	Capital Outlay	2,144	0	0	0	0.0
	<b>Total 3320 Residential Solid Waste</b>	<b>635,421</b>	<b>704,639</b>	<b>762,324</b>	<b>57,685</b>	<b>8.2</b>
<b>5300</b>	<b>Water Fund</b>					
	Personal Services	796,827	906,767	1,008,217	101,450	11.2
	Purchased Services	160,434	209,142	197,227	(11,915)	(5.7)
	Supplies	340,649	374,524	386,044	11,520	3.1
	Capital Outlay	479,302	390,500	416,000	25,500	6.5
	Other Expenses	127,446	83,561	84,525	964	1.2
	Operating Transfers Out	40,000	100,000	150,000	50,000	50.0
	Debt Service	259,524	258,693	418,973	160,280	62.0
	<b>Total 5300 Water Fund</b>	<b>2,204,182</b>	<b>2,323,187</b>	<b>2,660,986</b>	<b>337,799</b>	<b>14.5</b>
<b>5320</b>	<b>Sewer Fund</b>					
	Personal Services	856,324	973,234	1,051,976	78,742	8.1
	Purchased Services	172,483	174,782	185,648	10,866	6.2
	Supplies	703,058	750,744	774,884	24,140	3.2
	Capital Outlay	475,450	472,000	532,500	60,500	12.8
	Other Expenses	131,079	96,095	97,358	1,263	1.3
	Operating Transfers Out	300,000	300,000	350,000	50,000	16.7
	Debt Service	876,577	890,964	842,866	(48,098)	(5.4)
	<b>Total 5320 Sewer Fund</b>	<b>3,514,972</b>	<b>3,657,819</b>	<b>3,835,232</b>	<b>177,413</b>	<b>4.9</b>
	<b>Total for Department</b>	<b>9,920,654</b>	<b>10,443,856</b>	<b>11,162,829</b>	<b>718,973</b>	<b>6.9</b>

# COMMUNITY SERVICES

**Division: General Government Buildings**

**Function 41941**

## ***Mission Statement:***

Provide and maintain safe and clean city buildings, equipment and other facilities for the safety and quality of life to the community.

## ***Major Services/Responsibilities:***

- Design, construct, install and repair equipment and facilities
- Construct, repair and maintain all buildings using carpentry, mechanical, plumbing, electrical, sheet metal and welding skills
- Perform landscaping, brush and tree removal at all City facilities
- Perform custodial duties at all City facilities
- Coordinate maintenance schedules with other divisions

## ***Key Fiscal Year Objectives:***

- Continue staff development
- Continue safety awareness
- Continue to share resources with other departments and agencies
- Additional energy cost savings measures in various buildings
- Develop a computerized maintenance inventory schedule
- Monitor Energy Management System for facilities to improve efficiency and achieve cost savings.
- Improve aesthetic appearance of facilities

## ***Performance Measures:***

Description	FY02 Act	FY03 Est	FY04 Est
Buildings maintained	19	19	06
Utility cost	\$120,952	\$131,901	\$131,901

**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Appropriations**

**1000 General Fund**

**Comm Serv PW**

**41941 Gen Gov't Buildings**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Personal Services</b>						
4115	Regular Hourly Employees	62,707	89,447	94,079	93,184	4.2
	2 Custodians RPT 29 hr/wk - City Hall				34,968	
	Custodian RPT 25 hr/wk - City Hall				15,412	
	Custodian RFT 40 hr/wk - Annex				21,402	
	Custodian RFT 40 hr/wk - DPW				21,402	
4130	Overtime Pay	468	1,000	1,000	1,000	0.0
	Emergency calls				1,000	
4170	Longevity Pay	384	1,248	1,200	1,200	(3.8)
	Payment for years of service				1,200	
4211	Health Insurance	4,627	0	28,870	28,869	100.0
	Premiums to NHMA Health Ins. Trust				28,869	
4212	Dental Insurance	239	0	1,332	1,332	100.0
	Premiums to Dental Ins.				1,332	
4213	Life Insurance	30	0	120	118	100.0
	Premiums to NHMA for Life Insur.				118	
4220	FICA	3,770	5,685	5,705	5,650	(0.6)
	Cost of FICA - 6.20% of wages.				5,650	
4225	Medicare	882	1,330	1,334	1,321	(0.7)
	Cost of Medicare - 1.45% of wages				1,321	
4230	Retirement	535	0	2,550	2,525	100.0
	Cost of NH Retirement System payments				2,525	
4260	Workers Comp Insurance	570	608	1,165	1,165	91.6
	Workers Comp allocation of self insur.				1,165	
<b>Total Personal Services</b>		<b>74,213</b>	<b>99,318</b>	<b>137,355</b>	<b>136,364</b>	<b>37.3</b>
<b>Purchased Services</b>						
4411	Water & Sewer Expense	4,209	8,846	8,846	8,846	0.0
	Water/Sewer Expenses				5,673	
	Includes City Hall, Senior Center and Back River Community Building					
	Annex Water/Sewer				3,173	
4431	Maint Chrgs - Buildings	22,850	17,758	17,758	17,758	0.0
	Contract Maintenance Work				10,500	
	Annex				7,258	
	Boiler repairs, elevator maintenance, fire alarm maintenance					
4433	Maint Chrgs - Equipment	65	1,350	1,950	1,950	44.4

**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Appropriations**

**1000 General Fund**

**Comm Serv PW**

**41941 Gen Gov't Buildings**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
	Bimonthly elevator maint. contract				750	
	Fire exting. maintenance contract				300	
	Annual alarm system connect fee Senior Center				100	
	Clean/test City Hall fire alarm system				800	
4521	Property Insurance	10,832	16,373	17,302	17,302	5.7
	Cost of NHMA Property Insurance				17,302	
4524	Public Liab Insurance	941	1,431	1,537	1,537	7.4
	Cost of NHMA Public Liability Insur				1,537	
4531	Telecommunications	0	1,458	1,458	1,458	0.0
	Elevator emergency telephone (City Hall)				274	
	MC emergency telephone, energy lines				1,184	
	Alarms, maintenance phone and elevator emergency phone					
<b>Total Purchased Services</b>		<b>38,897</b>	<b>47,216</b>	<b>48,851</b>	<b>48,851</b>	<b>3.5</b>
<b>Supplies</b>						
4612	Operating Supplies	4,035	6,900	6,900	6,900	0.0
	City Hall and other bldgs supplies				4,900	
	Supplies include paper products and hand soap, cleaning supplies, trash bags, entry mats, flags, brooms, snow melt, lawn care products and tools and supplies					
	McConnell Center supplies				2,000	
4615	Clothing & Uniforms	0	0	480	480	100.0
	Workboots per union contract	4 PR @	120.00		480	
4621	Natural Gas	9,896	23,600	23,600	3,600	(84.7)
	City Hall Generators				2,000	
	McConnell Center				600	
	Back River Veterans Building				1,000	
4622	Electricity	49,319	53,765	53,765	57,000	6.0
	City Hall				32,000	
	McConnell Center				22,000	
	Senior Center/Group Home				3,000	
4624	Heating Oil	40,672	54,536	54,536	54,536	0.0
	City Hall	16,745 GL @	1.27		21,266	
	McConnell Center	30,000 GL @	1.00		30,000	
	Senior Center	2,575 GL @	1.27		3,270	
4651	Maint Supplies - Buildings	13,152	13,200	13,200	13,200	0.0
	City Hall, & other bldgs.				8,200	
	Includes regular maintenance, replacement parts, paint, fixtures and lumber.					
	McConnell Center				5,000	
<b>Total Supplies</b>		<b>117,073</b>	<b>152,001</b>	<b>152,481</b>	<b>135,716</b>	<b>(10.7)</b>
<b>Total 41941 Gen Gov't Buildings</b>		<b>230,183</b>	<b>298,535</b>	<b>338,687</b>	<b>320,931</b>	<b>7.5</b>



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# COMMUNITY SERVICES

**Division: Cemetery**

**Function 41951**

## ***Mission Statement:***

To provide for the comprehensive and continuous operation and maintenance of the City Cemetery in an efficient, safe, accurate and professional manner.

## ***Major Services/Responsibilities:***

- Perform interments
- Perform landscape work (including mowing, trimming, leaf removal, tree work)
- Maintain equipment, buildings and roads
- Perform cement foundation work for memorialization
- Record and computerize burial information

## ***Key Fiscal Year Objectives:***

- Continue the efficient care and maintenance of the cemetery
- Continue computerization of burial information
- Restore and reset fallen/damaged headstones
- Assist the Cemetery Board with evaluating policies
- Develop marking plan to increase lot sales
- Continue Cemetery tree maintenance program
- Work with volunteers on historic preservation project
- Monitor revenues for present and future years budget
- Provide public with related information

## ***Performance Measures:***

Description	FY02 Act	FY03 Est	FY04 Est
Acres maintained	85	85	85
Internments	111	79	95

**City of Dover**  
**Fiscal Year 2004 Budget**  
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**Appropriations**

**1000 General Fund**

**Comm Serv PW**

**41951 CS - Cemetery**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Personal Services</b>						
4115	Regular Hourly Employees	70,716	74,889	80,047	79,279	5.9
	Cemetery Adm. Clerk/Coord. RFT 40 hr/wk				35,092	
	Working Foreman F&G&C RFT 40 hr/wk				44,187	
4120	Temporary Employees	26,073	40,548	40,548	40,548	0.0
	Seasonal Laborers 4,810 hr/yr				40,548	
4130	Overtime Pay	5,076	5,500	5,500	5,500	0.0
	OT for weekend funerals/Memorial Day				5,500	
4170	Longevity Pay	2,380	2,380	3,200	3,200	34.5
	Payment for years of service				3,200	
4211	Health Insurance	12,618	13,139	16,792	16,792	27.8
	Premiums to NHMA Health Ins. Trust				16,792	
4212	Dental Insurance	958	958	1,008	1,008	5.2
	Premiums to Dental Ins.				1,008	
4213	Life Insurance	189	207	215	219	5.8
	Premiums to NHMA for Life Insur.				219	
4220	FICA	6,435	7,551	7,880	7,832	3.7
	Cost of FICA - 6.20% of wages.				7,832	
4225	Medicare	1,505	1,766	1,843	1,832	3.7
	Cost of Medicare - 1.45% of wages				1,832	
4230	Retirement	3,205	3,696	5,236	5,191	40.4
	Cost of NH Retirement System payments.				5,191	
4240	Staff Development	25	0	0	0	0.0
	Misc. Staff Development	1	\$			
4260	Workers Comp Insurance	2,967	2,287	2,269	2,269	(0.8)
	Workers Comp allocation of self insur.				2,269	
4290	FSA Fees	0	0	58	58	100.0
	Admin fees - Flexible Spending Accts				58	
<b>Total Personal Services</b>		<b>132,147</b>	<b>152,921</b>	<b>164,596</b>	<b>163,728</b>	<b>7.1</b>
<b>Purchased Services</b>						
4311	Administrative Services	2,652	2,000	3,000	3,000	50.0
	Guards for Prison Inmate Program				3,000	
4336	Medical Services	0	500	500	500	0.0
	Physical exams for new employees				500	
4411	Water & Sewer Expense	301	500	500	500	0.0

**City of Dover**  
**Fiscal Year 2004 Budget**  
**July 1, 2003 - June 30, 2004**

**Appropriations**

**1000 General Fund**

**Comm Serv PW**

**41951 CS - Cemetery**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
	Water and Sewer Charges				500	
4431	Maint Chrgs - Buildings	1,076	1,500	1,500	1,500	0.0
	Maintenance for 3 buildings				1,300	
	Alarm system fee	2 EA @	100.00		200	
4432	Maint Chrgs - Impr o/t Buildings	972	1,000	1,000	1,000	0.0
	Repair of stone markers				1,000	
4435	Maint Chrgs - Office Equipment	223	275	305	305	10.9
	Computer Maintenance	1 EA @	100.00		100	
	Laser Printer Maintenance	1 EA @	40.00		40	
	Dot Matrix Printer Maintenance	1 EA @	20.00		20	
	Typewriter Maintenance	1 EA @	45.00		45	
	Timeclock Maintenance				100	
4443	Rental of Equipment	1,118	1,300	500	500	(61.5)
	1/2 Copier Rental				500	
4521	Property Insurance	337	526	550	550	4.6
	Cost of NHMA Property Insurance				550	
4524	Public Liab Insurance	666	935	953	953	1.9
	Cost of NHMA Public Liability Insur				953	
4531	Telecommunications	1,598	970	970	970	0.0
	Monthly charges and toll calls				470	
	Cell phone	1			500	
4534	Postage	173	160	160	160	0.0
	Correspondence and contracts				160	
4540	Advertising	349	400	400	400	0.0
	Spring cleanup, Mem. Day notices				400	
4580	Travel Expense	0	250	250	250	0.0
	Off-site conferences				250	
	NE Cemetery Association, Turf Seminar, Spring/Winter meeting of NH Cemetery Association					
<b>Total Purchased Services</b>		<b>9,465</b>	<b>10,316</b>	<b>10,588</b>	<b>10,588</b>	<b>2.6</b>

**Supplies**

4611	Office Supplies	212	600	600	600	0.0
	Computer and office supplies; paper				600	
4612	Operating Supplies	395	1,500	1,500	0	(100.0)
	Plywood, cement, seed/sod, paper goods					
	flags, roundup, trimmer line, ear plugs, time clock cards					
	CM Reduction					
4615	Clothing & Uniforms	840	1,400	1,400	1,400	0.0

**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Appropriations**

**1000 General Fund**

**Comm Serv PW**

**41951 CS - Cemetery**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
	Raingear, gloves and safety goggles				400	
	Work uniforms and safety shoes				600	
	Safety shoes for seasonal help	4 EA @	100.00		400	
4622	Electricity	2,609	2,730	2,730	2,730	0.0
	Barn, office, chapel and cemetery				2,730	
4624	Heating Oil	2,379	3,263	3,263	3,263	0.0
	Barn, office and chapel	2,569 GL @	1.27		3,263	
4626	Vehicle Fuels	2,866	2,800	2,800	2,800	0.0
	Gasoline & lube for vehicles/equipment				2,800	
	Trucks, loader, riding mower, various mowers, leaf blowers and leaf vac, propane for frost remover unit					
4631	Food	2,270	1,000	1,500	1,500	50.0
	Meals for Prison Inmate Program				1,500	
4651	Maint Supplies - Buildings	1,959	1,000	1,000	1,000	0.0
	Supplies to maintain buildings				1,000	
4652	Maint Supplies - Impr o/t Building	6,184	4,500	7,500	0	(100.0)
	Grub Control				7,000	
	Materials to repair grave stones				500	
	CM reduction				(7,500)	
4653	Maint Supplies - Equipment	331	200	200	0	(100.0)
	Supplies needed to maintain equipment				200	
	CM reduction				(200)	
4654	Maint Supplies - Vehicles	1,691	1,500	1,500	1,500	0.0
	Batteries, tires for vehicle/loader rep.				1,500	
4661	Fleet Maint Charge	5,400	3,850	8,850	8,850	129.9
	Division share of garage charges				8,850	
4681	Minor Equip, Furniture & Fxtrs	3,794	2,500	2,500	0	(100.0)
	Parts for lawnmowers, trimmers				2,500	
	leaf blowers, shovels, rakes, brooms, etc.					
	CM reduction				(2,500)	
<b>Total Supplies</b>		<b>30,929</b>	<b>26,843</b>	<b>35,343</b>	<b>23,643</b>	<b>(11.9)</b>
<b>Other Expenses</b>						
4810	Membership Dues	40	60	60	60	0.0
	NE and NH Cemetery Associations				60	
<b>Total Other Expenses</b>		<b>40</b>	<b>60</b>	<b>60</b>	<b>60</b>	<b>0.0</b>
<b>Total 41951 CS - Cemetery</b>		<b>172,581</b>	<b>190,140</b>	<b>210,587</b>	<b>198,019</b>	<b>4.1</b>

# COMMUNITY SERVICES

**Division: Administration**

**Function 43111**

***Mission Statement:***

To provide administrative support and direction required to develop and implement the services, programs and projects that are the responsibility of the Community Services Department.

***Major Services/Responsibilities:***

- To continue to improve operational efficiency between program activities and to foster positive relations within the department and other departments in the City, with Dover citizens, construction and home building industry and other public agencies
- To improve community credibility and awareness through successful and timely implementation of assigned programs, capital improvement projects and other publication relations efforts
- To provide fiscal and cost accounting services in support of the Department
- To support and assist the various boards and commissions involved in departmental activities including the Arena Commission, Cemetery Board of Trustees, Recreation Advisory Board, Dover Utilities Commission, Solid Waste Advisory Commission, Planning Board, Zoning Board and Conservation Commission.

***Key Fiscal Year Objectives:***

- Continue the development and implementation of training and safety programs for employees within the department.

***Performance Measures:***

Description	FY02 Act	FY03 Est	FY04 Est
Total cost of staff development department-wide, as a percentage of total budget	.2%	.2%	.2%

**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Appropriations**

**1000 General Fund**

**Comm Serv PW**

**43111 CS - Admin**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Personal Services</b>						
4110	Regular Salaried Employees	83,198	94,088	101,572	135,218	43.7
	Comm. Serv. Director Base RFT 40 hr/wk				100,596	
	See estimated revenues for department overhead charges					
	Executive Secretary RFT 40hr/wk				34,622	
4115	Regular Hourly Employees	78,357	56,818	74,103	5,911	(89.6)
	Executive Secretary RFT 40 hr/wk (CM)				23,645	
	Clerk Typist 30 hrs (10 hrs S.W. Budget)				(17,734)	
	Transfer to Solid Waste (75%)					
	Executive Ass't RFT 40hr/wk (reclass)					
	CM Removed					
4120	Temporary Employees	0	33,420	0	0	(100.0)
4130	Overtime Pay	1,117	0	0	0	0.0
4170	Longevity Pay	351	2,263	2,000	2,000	(11.6)
	Payment for years of service				2,000	
4211	Health Insurance	23,314	35,564	52,072	37,637	5.8
	Premiums to NHMA Health Ins. Trust				37,637	
4212	Dental Insurance	1,257	1,741	2,083	1,417	(18.6)
	Premiums to Dental Ins.				1,417	
4213	Life Insurance	154	416	485	390	(6.3)
	Premiums to NHMA for Life Insur.				390	
4214	Disability Insurance	766	706	762	754	6.8
	Premiums for Disability Insur.				754	
4220	FICA	8,893	10,787	9,807	7,833	(27.4)
	Cost of FICA - 6.20% of wages.				7,833	
4225	Medicare	2,114	2,662	2,509	2,033	(23.6)
	Cost of Medicare - 1.45% of wages				2,033	
4230	Retirement	5,160	6,839	10,483	8,421	23.1
	Cost of NH Retirement System payments.				8,421	
4240	Staff Development	707	1,700	1,700	1,700	0.0
	APWA Nat'l. Conf.; computer training				1,700	
4260	Workers Comp Insurance	212	107	821	821	667.3
	Workers Comp allocation of self insur.				821	
<b>Total Personal Services</b>		<b>205,600</b>	<b>247,111</b>	<b>258,397</b>	<b>204,135</b>	<b>(17.4)</b>

**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Appropriations**

**1000 General Fund**

**Comm Serv PW**

**43111 CS - Admin**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Purchased Services</b>						
4311	Administrative Services	400	0	0	0	0.0
4336	Medical Services	314	0	0	0	0.0
4435	Maint Chrgs - Office Equipment	518	380	445	445	17.1
	Computers	3 EA @	100.00		300	
	Laser Printers	2 EA @	40.00		80	
	Dot Matrix Printer	1 EA @	20.00		20	
	Typewriter	1 EA @	45.00		45	
4443	Rental of Equipment	988	850	850	850	0.0
	Photocopier Rental				850	
4522	Vehicle & Equip Insurance	325	336	342	342	1.8
	Cost of NHMA Vehicle Insurance				342	
4524	Public Liab Insurance	814	1,153	1,235	1,235	7.1
	Cost of NHMA Public Liability Insur				1,235	
4531	Telecommunications	2,560	3,368	3,368	3,368	0.0
	Tele. lines, cell phone and paging				3,368	
4534	Postage	548	500	500	500	0.0
	Regular postage for correspondence				500	
4540	Advertising	620	200	200	200	0.0
	Advertising for public notices				200	
4550	Printing & Binding	135	400	400	400	0.0
	Public Works Week events, etc.				400	
4580	Travel Expense	757	500	500	500	0.0
	Off-site meetings				500	
<b>Total Purchased Services</b>		<b>7,979</b>	<b>7,687</b>	<b>7,840</b>	<b>7,840</b>	<b>2.0</b>

**Supplies**

4611	Office Supplies	1,194	1,800	1,800	1,800	0.0
	Computer, copier & office supplies				1,800	
4612	Operating Supplies	628	400	400	400	0.0
	Employee recognition events				400	
4615	Clothing & Uniforms	0	100	100	100	0.0
	Safety equipment				100	
4626	Vehicle Fuels	425	0	0	0	0.0
	Gas, oil and lube for division vehicle					



**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Appropriations**

**1000 General Fund**

**Comm Serv PW**

**43111 CS - Admin**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
4631	Food	438	500	500	500	0.0
	In-service trainings and meetings				500	
4640	Publications	314	200	200	200	0.0
	Publications and subscriptions				200	
4661	Fleet Maint Charge	1,350	1,350	1,350	1,350	0.0
	Division share of Fleet Maint. Budget				1,350	
4681	Minor Equip, Furniture & Fxtrs	4,500	0	7,100	600	100.0
	Furniture Base Radio & Vehicle Equipment (CM)				600	
<b>Total Supplies</b>		<b>8,849</b>	<b>4,350</b>	<b>11,450</b>	<b>4,950</b>	<b>13.8</b>
<b>Capital Outlay</b>						
4745	Computers & Communications Equip	6,041	0	0	0	0.0
<b>Total Capital Outlay</b>		<b>6,041</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>
<b>Other Expenses</b>						
4810	Membership Dues	316	1,000	1,000	1,000	0.0
	APWA membership				1,000	
<b>Total Other Expenses</b>		<b>316</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>0.0</b>
<b>Total 43111 CS - Admin</b>		<b>228,785</b>	<b>260,148</b>	<b>278,687</b>	<b>217,925</b>	<b>(16.2)</b>

# COMMUNITY SERVICES

**Division: Engineering**

**Function 43112**

## ***Mission Statement:***

Provide technical engineering expertise and record keeping where required within city government.

## ***Major Services/Responsibilities:***

- House Public Works plans and records
- Identify needed capital projects
- Review projects for the Planning Board
- Design projects of the Capital Improvements program.
- Inspect projects for compliance with City ordinances and regulations
- Issue excavation and driveway permits
- Track pavement striping
- Conduct septic system review
- Provide cost estimates for City projects

## ***Key Fiscal Year Objectives:***

- Expand knowledge and use of GIS (Geographic Information Systems) and use of new GPS (Global Positioning System)
- Organize documents at the new facility
- Participate in traffic and/or specialization studies
- Provide aggressive and responsive project management initiatives
- Provide engineering support for FY04 and previous Capital Improvement Projects

## ***Performance Measures:***

Description	FY02 Act	FY03 Est	FY04 Est
Review septic sewer design plans	58	50	75
Administer excavation permits	186	200	150
Driveway Permits	139	150	250
Engineering support for Capital Improvement Projects (Proposed)	\$7,735,000	\$7,780,000	\$8,255,000

**City of Dover**  
**Fiscal Year 2004 Budget**  
**July 1, 2003 - June 30, 2004**

**Appropriations**

**1000 General Fund**

**Comm Serv PW**

**43112 CS - Engineering**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Personal Services</b>						
4110	Regular Salaried Employees	98,010	103,792	107,737	106,702	2.8
	City Engineer RFT 40 hr/wk				73,412	
	Environ. Program Mgr. RFT 40 hr/wk 50%				66,582	
	Time charged to Tolend Rd. Landfill				(16,646)	
	Time charged to Sewer				(16,646)	
4115	Regular Hourly Employees	63,660	73,984	73,022	72,287	(2.3)
	Engineering Tech II RFT 40 hr/wk				43,348	
	Secretary I RFT 40 hr/wk				28,939	
4130	Overtime Pay	923	1,500	1,500	1,500	0.0
	Construction proj. & hydrant flow tests				1,500	
4170	Longevity Pay	2,868	2,868	2,400	2,400	(16.3)
	Payment for years of service				2,800	
	Transfer to Sewer				(200)	
	Transfer to Tolend Road Landfill				(200)	
4211	Health Insurance	41,636	35,333	36,205	36,205	2.5
	Premiums to NHMA Health Ins. Trust				36,205	
4212	Dental Insurance	2,372	1,907	1,341	1,341	(29.7)
	Premiums to Dental Ins.				1,341	
4213	Life Insurance	593	491	500	494	0.6
	Premiums to NHMA for Life Insur.				494	
4220	FICA	10,153	10,966	11,100	10,990	0.2
	Cost of FICA - 6.20% of wages.				10,990	
4225	Medicare	2,374	2,564	2,596	2,570	0.2
	Cost of Medicare - 1.45% of wages				2,570	
4230	Retirement	5,496	8,133	10,895	10,791	32.7
	Cost of NH Retirement System payments.				10,791	
4240	Staff Development	1,130	1,385	1,385	1,385	0.0
	Courses in construction, GIS				1,385	
	Also includes water/wastewater design, APWA workshops and conferences					
4260	Workers Comp Insurance	6,617	6,661	6,234	6,234	(6.4)
	Workers Comp allocation of self insur.				6,234	
4290	FSA Fees	104	86	88	88	2.3
	Admin fees - Flexible Spending Accts				116	
	Transfer to sewer				(14)	
	Transfer to Tolend Road Landfill				(14)	
<b>Total Personal Services</b>		<b>235,936</b>	<b>249,670</b>	<b>255,003</b>	<b>252,987</b>	<b>1.3</b>

**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Appropriations**

**1000 General Fund**

**Comm Serv PW**

**43112 CS - Engineering**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Purchased Services</b>						
4336	Medical Services	218	100	100	100	0.0
	Medical Services				100	
4435	Maint Chrgs - Office Equipment	8,222	13,195	11,195	11,195	(15.2)
	Computer mapping maint. agr.				10,000	
	Microfilm machine				170	
	Computer maintenance	5 EA @	100.00		500	
	Transit & level calibration				300	
	Printer maintenance	3 EA @	40.00		120	
	UPS	3 EA @	20.00		60	
	Typewriter	1 EA @	45.00		45	
4443	Rental of Equipment	268	500	500	500	0.0
	Ricoh copier (25% division share)				500	
4522	Vehicle & Equip Insurance	1,298	1,344	1,026	1,026	(23.7)
	Cost of NHMA Vehicle Insurance				1,026	
4524	Public Liab Insurance	855	1,142	1,272	1,272	11.4
	Cost of NHMA Public Liability Insur				1,272	
4531	Telecommunications	4,986	5,835	5,835	5,835	0.0
	Phone line, sec. sys., pager, toll chrg Cell Phones				5,835	
4534	Postage	331	200	200	200	0.0
	Enforcement/compliance notifications				200	
4540	Advertising	243	100	100	100	0.0
	Project Notices & Meetings				100	
4550	Printing & Binding	138	200	200	200	0.0
	Mylars printing, enlarge/reduce				200	
4580	Travel Expense	40	400	400	400	0.0
	Mileage for use of personal vehicles Travel to conferences				400	
<b>Total Purchased Services</b>		<b>16,600</b>	<b>23,016</b>	<b>20,828</b>	<b>20,828</b>	<b>(9.5)</b>

**Supplies**

4611	Office Supplies	1,904	2,000	2,000	2,000	0.0
	Pens, paper, envelopes, ribbons				2,000	
	Computer disks, blueprinter paper, drafting supplies, microfilm supplies, plotter materials for GIS					
4612	Operating Supplies	0	300	300	300	0.0
	Film & equipment for video/still cameras				300	
	Dye for sewer testing, survey grade skates & hubs, inspection supplies					
4615	Clothing & Uniforms	707	1,600	1,600	1,600	0.0

**City of Dover**  
**Fiscal Year 2004 Budget**  
**July 1, 2003 - June 30, 2004**

**Appropriations**

**1000 General Fund**

**Comm Serv PW**

**43112 CS - Engineering**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
	Raingear, gloves, hardware, safety vests Uniforms and footwear per employee union contracts				1,600	
4626	Vehicle Fuels	1,134	1,400	1,400	1,400	0.0
	Gas, oil & lube for staff vehicles				1,400	
4640	Publications	216	300	300	300	0.0
	Design manuals, test & journals				300	
4653	Maint Supplies - Equipment	0	100	100	100	0.0
	Spare parts for equipment				100	
4654	Maint Supplies - Vehicles	349	1,500	1,500	1,500	0.0
	Parts for division vehicles				1,500	
4661	Fleet Maint Charge	4,050	5,400	5,400	5,400	0.0
	Division share of garage expenses				5,400	
4681	Minor Equip, Furniture & Fxtrs	349	450	450	450	0.0
	Workstation adjustable chair				250	
	Misc. survey equipment				200	
	<b>Total Supplies</b>	<b>8,709</b>	<b>13,050</b>	<b>13,050</b>	<b>13,050</b>	<b>0.0</b>
<b>Capital Outlay</b>						
4745	Computers & Communications Equip	100	0	0	0	0.0
	<b>Total Capital Outlay</b>	<b>100</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>
<b>Other Expenses</b>						
4810	Membership Dues	310	700	700	700	0.0
	American Society of Civil Engineers				150	
	Septic designers permits	3 EA @	50.00		150	
	American Public Works Assoc.				100	
	Civil Engineer registration				150	
	Other membership dues				150	
4819	Fees & Charges	12	200	200	200	0.0
	Recording fees at County Registry Superior Court, State of NH, etc.				200	
	<b>Total Other Expenses</b>	<b>322</b>	<b>900</b>	<b>900</b>	<b>900</b>	<b>0.0</b>
<b>Total 43112</b>	<b>CS - Engineering</b>	<b>261,667</b>	<b>286,636</b>	<b>289,781</b>	<b>287,765</b>	<b>0.4</b>

# COMMUNITY SERVICES

**Division: Streets & Drains**

**Function 43121**

## ***Mission Statement:***

To efficiently and effectively maintain all of Dover's roadways, sidewalks, storm drainage system, and other infrastructure. To continue implementing the Storm Water Management Program.

## ***Major Services/Responsibilities:***

- Repair of all roads, sidewalks and drainage systems
- Maintain guard rails and bridges
- Sweep and clean roads and sidewalks
- Support other divisions as needed during emergencies or heavy work loads, such as water and sewer line breaks, grounds maintenance or building repairs
- Oversee Capital Improvement Projects

## ***Key Fiscal Year Objectives:***

- Continue use of pavement management report to select sections of Dover roads for pavement overlay. Continued upkeep of road surfaces results in 75% decrease in roadway reconstruction costs
- Utilize sidewalk management data to determine repair priorities
- Participate in community-wide events, promoting services offered through Public Works Week, equipment demonstrations at schools and Career Day events
- Repair findings in Infiltration and Inflow Study
- Comply with Federal EAP Storm Water Regulations

## ***Performance Measures:***

Description	FY02 Act	FY03 Est	FY04 Est
Street paving	\$750,000	\$750,000	\$750,000
Catch basin units	2,060	2,100	2,120
Sweeping cost per curb mile	\$75.00	\$80.00	\$80.00

**City of Dover**  
**Fiscal Year 2004 Budget**  
**July 1, 2003 - June 30, 2004**

**Appropriations**

**1000 General Fund**

**Comm Serv PW**

**43121 CS - Streets**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Personal Services</b>						
4110	Regular Salaried Employees	78,268	71,409	74,115	73,402	2.8
	Superintendent RFT 40 hr/wk See estimated revenues for overhead charges.				73,402	
4115	Regular Hourly Employees	361,195	371,907	406,315	407,937	9.7
	Public Works Supervisor RFT 40 hr/wk				54,769	
	Working Foreman RFT 40 hr/wk				47,691	
	5 Truck Drivers RFT 40 hr/wk				164,927	
	3 Heavy Equip Operators RFT 40 hr/wk				111,530	
	Maintenance Mechanic II 40 hr/wk				29,020	
4130	Overtime Pay	12,769	5,000	5,000	5,000	0.0
	Unscheduled overtime pay				5,000	
4170	Longevity Pay	6,564	5,276	8,000	8,000	51.6
	Payment for years of service				8,000	
4211	Health Insurance	101,497	126,074	158,248	158,248	25.5
	Premiums to NHMA Health Ins. Trust				158,248	
4212	Dental Insurance	6,023	6,220	6,142	6,144	(1.2)
	Premiums to Dental Ins.				6,144	
4213	Life Insurance	1,648	1,224	1,326	1,329	8.6
	Premiums to NHMA for Life Insur.				1,329	
4214	Disability Insurance	0	476	494	490	2.9
	Premiums for Disability Insur.				490	
4220	FICA	28,488	27,498	29,946	30,002	9.1
	Cost of FICA - 6.20% of wages.				30,002	
4225	Medicare	6,782	6,431	7,006	7,017	9.1
	Cost of Medicare - 1.45% of wages				7,017	
4230	Retirement	19,584	20,253	29,112	29,166	44.0
	Cost of NH Retirement System payments.				29,166	
4240	Staff Development	1,253	2,500	2,500	2,500	0.0
	CDL Training, APWA Workshops Municipal Assoc. seminars, CSD Safety seminars, publications and safety posters				2,500	
4260	Workers Comp Insurance	15,050	13,613	13,323	13,323	(2.1)
	Workers Comp allocation of self insur.				13,323	
4290	FSA Fees	66	58	58	58	0.0
	Admin fees - Flexible Spending Accts	1	@ 58.00		58	
<b>Total Personal Services</b>		<b>639,187</b>	<b>657,939</b>	<b>741,585</b>	<b>742,616</b>	<b>12.9</b>

**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Appropriations**

**1000 General Fund**

**Comm Serv PW**

**43121 CS - Streets**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b><i>Purchased Services</i></b>						
4336	Medical Services	475	600	600	600	0.0
	Physicals for new employees/drug testing				500	
	Doctors certificates				100	
4339	Consulting Services	8,000	0	25,000	0	0.0
	Vehicle Replacement Study				25,000	
	CM reduction				(25,000)	
4411	Water & Sewer Expense	1,909	1,500	1,500	1,500	0.0
	Water and sewer expenses				1,500	
4432	Maint Chrgs - Impr o/t Buildings	87,468	91,000	75,000	75,000	(17.6)
	Guardrail repair				1,000	
	Crack sealing				30,000	
	As recommended by Roadway Management Report					
	Annual parking line painting				16,000	
	Center line painting				9,000	
	Thermoplastic markings				10,000	
	Guardrail Replacement				9,000	
4433	Maint Chrgs - Equipment	512	1,000	1,000	1,000	0.0
	Maint. & repair of radio equipment				1,000	
4435	Maint Chrgs - Office Equipment	1,236	570	640	640	12.3
	Copier and typewriter maintenance				360	
	Computer maintenance	2 EA @	100.00		200	
	Laser printer maintenance	2 EA @	40.00		80	
4443	Rental of Equipment	11,658	9,630	9,630	9,630	0.0
	Burns Security				100	
	Simplex Time Recorder				270	
	Equip. rental from private companies				6,000	
	Rental reed screen				2,500	
	Pagers				360	
	CSD share of repairs for Sewer Jet				400	
4521	Property Insurance	520	4,839	5,085	5,085	5.1
	Cost of NHMA Property Insurance				5,085	
4522	Vehicle & Equip Insurance	7,809	9,073	9,576	9,576	5.5
	Cost of NHMA Vehicle Insurance				9,576	
4524	Public Liab Insurance	3,167	4,072	4,094	4,094	0.5
	Cost of NHMA Public Liability Insur				4,094	
4531	Telecommunications	18,163	9,812	9,812	9,812	0.0
	Line and alarm charges; toll calls, cell				9,812	
4550	Printing & Binding	129	0	0	0	0.0
4580	Travel Expense	6	400	400	400	0.0



**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Appropriations**

**1000 General Fund**

**Comm Serv PW**

**43121 CS - Streets**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
	Travel for various meetings & seminars				400	
	<b>Total Purchased Services</b>	<b>141,051</b>	<b>132,496</b>	<b>142,337</b>	<b>117,337</b>	<b>(11.4)</b>
<b>Supplies</b>						
4611	Office Supplies	1,457	500	500	500	0.0
	Copier, paper, computer supp., pens				500	
4612	Operating Supplies	2,165	400	400	400	0.0
	Industrial, cleaning & safety supplies				400	
4615	Clothing & Uniforms	6,297	8,592	8,592	8,592	0.0
	Employee Uniforms	14 PR @	338.00		4,732	
	Safety Shoes (2 pairs/year)	14 PR @	250.00		3,500	
	Raingear and gloves				360	
4626	Vehicle Fuels	9,965	20,000	20,000	15,000	(25.0)
	Gas & diesel, including snow plowing				15,000	
4631	Food	354	500	500	500	0.0
	In-service trainings and meetings				500	
4635	Medicinal Supplies	6	0	0	0	0.0
4640	Publications	63	0	0	0	0.0
4651	Maint Supplies - Buildings	0	0	1,000	1,000	100.0
	Upkeep of PW facility				1,000	
4652	Maint Supplies - Impr o/t Building	45,913	30,000	30,000	30,000	0.0
	Road patch, shimming for street paving				20,000	
	Includes pavement for drainage ditches & catch basins					
	Replacement/upgrading of system				10,000	
	Pipes, grates, manholes, bricks, cement, motar, Fernco repair couplings					
4653	Maint Supplies - Equipment	35	0	0	0	0.0
4654	Maint Supplies - Vehicles	44,252	40,000	40,000	40,000	0.0
	Parts and supplies for division vehicles				40,000	
4661	Fleet Maint Charge	86,600	82,730	87,550	87,550	5.8
	Division share of Fleet Maint. Budget				87,550	
4681	Minor Equip, Furniture & Fxtrs	3,260	6,000	4,000	4,000	(33.3)
	Small tools & hardware under \$500				3,000	
	Shovels, circular saws, carbide saw blades & sewer rods					
	Sewer Rods				1,000	
	<b>Total Supplies</b>	<b>200,366</b>	<b>188,722</b>	<b>192,542</b>	<b>187,542</b>	<b>(0.6)</b>

**City of Dover**  
**Fiscal Year 2004 Budget**  
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**Appropriations**

**1000 General Fund**

**Comm Serv PW**

**43121 CS - Streets**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Capital Outlay</b>						
4741	Machinery & Equipment	0	0	200,000	0	0.0
	Public Works Heavy Equipment - CIP CM Reduction				200,000 (200,000)	
4752	Bridges	0	0	20,000	0	0.0
	Bridge Repairs (CM)					
<b>Total Capital Outlay</b>		<b>0</b>	<b>0</b>	<b>220,000</b>	<b>0</b>	<b>0.0</b>
<b>Other Expenses</b>						
4810	Membership Dues	50	0	0	0	0.0
4819	Fees & Charges	200	500	500	500	0.0
	Annual Dam Registration (State fee) Redden Pond and Central Ave.				500	
<b>Total Other Expenses</b>		<b>250</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>0.0</b>
<b>Operating Transfers Out</b>						
4918	Transfer to Trust	0	0	200,000	0	0.0
	Transfer to Capital Reserve - CIP Infrastructure & Equipment CM reduction				200,000 (200,000)	
<b>Total Operating Transfers Out</b>		<b>0</b>	<b>0</b>	<b>200,000</b>	<b>0</b>	<b>0.0</b>
<b>Total 43121</b>	<b>CS - Streets</b>	<b>980,855</b>	<b>979,657</b>	<b>1,496,964</b>	<b>1,047,995</b>	<b>7.0</b>

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# COMMUNITY SERVICES

**Division: Snow Removal**

**Function 43125**

## ***Mission Statement:***

To provide for a timely and effective snow and ice removal program, which prevents undue hardship on the community.

## ***Major Services/Responsibilities:***

- Plow, salt and sand roadways and designated sidewalks during snow and ice conditions
- Remove snow in city parking lots
- Haul and remove snow from downtown area
- Work with Dover Police on emergency response issues, such as road conditions, and parking bans.

## ***Key Fiscal Year Objectives:***

- Operate with bare pavement policy on all priority streets, within 24 hours after snowstorm.
- Continue use of alternative de-icing and anti-icing chemicals.
- Review Department snow and ice control plan to determine if changes are needed.

## ***Performance Measures:***

Description	FY02 Act	FY03 Est	FY04 Est
Inches of snow per year	24±	45±	45±
Cost per street mile plowing	\$1,600	\$1,600	\$1,650
Chemicals used – Magic (gallons)	5,000	5,000	5,000
Tons of salt and sand used	1,600	4,500	4,000

**City of Dover**  
**Fiscal Year 2004 Budget**  
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**Appropriations**

**1000 General Fund**

**Comm Serv PW**

**43125 CS - Snow Rmvl**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Personal Services</b>						
4130	Overtime Pay	55,460	50,000	50,000	50,000	0.0
	Overtime pay				50,000	
4220	FICA	3,421	3,100	3,100	3,100	0.0
	Cost of FICA - 6.20% of wages.				3,100	
4225	Medicare	800	725	725	725	0.0
	Cost of Medicare - 1.45% of wages				725	
4230	Retirement	2,290	2,233	2,950	2,950	32.1
	Cost of NH Retirement System payments.				2,950	
<b>Total Personal Services</b>		<b>61,971</b>	<b>56,058</b>	<b>56,775</b>	<b>56,775</b>	<b>1.3</b>
<b>Purchased Services</b>						
4422	Contract Snow Plowing	7,593	35,000	35,000	35,000	0.0
	Contracted snow plowing services				35,000	
4521	Property Insurance	6	250	262	262	4.8
	Cost of NHMA Property Insurance				262	
4524	Public Liab Insurance	726	924	941	941	1.8
	Cost of NHMA Public Liability Insur				941	
<b>Total Purchased Services</b>		<b>8,325</b>	<b>36,174</b>	<b>36,203</b>	<b>36,203</b>	<b>0.1</b>
<b>Supplies</b>						
4612	Operating Supplies	95,609	80,000	80,000	80,000	0.0
	Road salt, sand, calcium chol. & magic				80,000	
4631	Food	262	0	0	0	0.0
4654	Maint Supplies - Vehicles	9,276	10,000	10,000	10,000	0.0
	Parts/supplies to repair div. vehicles				10,000	
4681	Minor Equip, Furniture & Fxtrs	6,634	10,000	10,000	10,000	0.0
	Small tools & hardware under \$500				10,000	
	Shovels, repairs for trimmers & lawnmowers, carbide saw blades, cutting edges					
<b>Total Supplies</b>		<b>111,782</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>0.0</b>
<b>Total 43125 CS - Snow Rmvl</b>		<b>182,078</b>	<b>192,232</b>	<b>192,978</b>	<b>192,978</b>	<b>0.4</b>

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**Appropriations**

**1000 General Fund**

**Comm Serv PW**

**43160 CS - Street Lighting**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b><i>Purchased Services</i></b>						
4443	Rental of Equipment	0	2,500	3,000	3,000	20.0
	Street Light Repair				3,000	
4524	Public Liab Insurance	1,087	1,383	1,408	1,408	1.8
	Cost of NHMA Public Liability Insur				1,408	
<b>Total Purchased Services</b>		<b>1,087</b>	<b>3,883</b>	<b>4,408</b>	<b>4,408</b>	<b>13.5</b>
<b><i>Supplies</i></b>						
4622	Electricity	194,021	224,519	224,519	224,519	0.0
	Street and Traffic Lighting				224,519	
<b>Total Supplies</b>		<b>194,021</b>	<b>224,519</b>	<b>224,519</b>	<b>224,519</b>	<b>0.0</b>
<b>Total 43160</b>	<b>CS - Street Lighting</b>	<b>195,108</b>	<b>228,402</b>	<b>228,927</b>	<b>228,927</b>	<b>0.2</b>

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# COMMUNITY SERVICES

**Division: Facilities and Grounds**

**Function 43180**

## ***Mission Statement:***

Provide and maintain safe and clean city buildings, parks, playgrounds, ball fields, trails, equipment and other facilities for the safety and quality of life to the community. Maintain municipal traffic light system, all city trees and traffic signs.

## ***Major Services/Responsibilities:***

- Design, construct, install and repair equipment and facilities
- Construct, repair and maintain all buildings using carpentry, mechanical, plumbing, electrical, sheet metal, and welding skills
- Perform landscaping, brush and tree removal at all City facilities
- Groom, mow and line ball fields
- Perform custodial duties at all City facilities
- Coordinate maintenance schedules with other divisions
- Perform traffic light maintenance; maintain and install City signs

## ***Key Fiscal Year Objectives:***

- Upgrade vehicles and equipment
- Continue staff development and safety awareness
- Continue to share resources with other departments and agencies
- Develop a computerized maintenance inventory schedule
- Monitor Energy Management System for facilities to improve efficiency and achieve cost savings
- Coordinate "Adopt-A-Spot" Program for soliciting community volunteers to help with selected maintenance projects
- Upgrade City traffic lights
- Continue Citywide tree maintenance program
- Successful coordination of field/facility availability with Recreation programs

## ***Performance Measures:***

Description	FY02 Act	FY03 Est	FY04 Est
Acres of grounds maintained	260	295	320
Buildings maintained	19	19	19
Utility cost	\$33,956	\$45,300	\$45,300



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**Comm Serv PW**

**43180 CS - Fac & Gr**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Personal Services</b>						
4110	Regular Salaried Employees	64,210	67,280	69,443	68,784	2.2
	Superintendent RFT 40 hr/wk				68,784	
4115	Regular Hourly Employees	267,819	286,478	308,664	305,670	6.7
	4 Maintenance Specialists RFT 40 hr/wk				147,462	
	2 Laborer RFT 40 hr/wk				53,237	
	1 Landscape Super/Arborist 40 hr/wk				57,510	
	2 Custodian RPT 20 hr/wk				25,449	
	1 Custodian RFT 40 hr/wk				22,012	
	1 Library Custodian RFT 40 hr/wk					
	Charged to Library					
	Charged to Library					
4120	Temporary Employees	53,019	49,222	49,222	49,222	0.0
	1 Maintenance Specialist SFT 640hr/yr				7,053	
	4 Laborers SFT 4,810 hrs/yr				42,169	
4130	Overtime Pay	16,406	7,000	7,000	7,000	0.0
	Special Events and emergency calls				7,000	
	Emergency calls: plumbing, electrical, pump and snow removal					
	traffic lights, signs and trees					
4170	Longevity Pay	2,661	5,852	9,600	9,600	64.0
	Payment for years of service				9,600	
4211	Health Insurance	73,048	77,272	102,496	102,496	32.6
	Premiums to NHMA Health Ins. Trust				102,496	
4212	Dental Insurance	4,770	4,772	5,021	5,021	5.2
	Premiums to Dental Ins.				5,021	
4213	Life Insurance	904	909	973	963	5.9
	Premiums to NHMA for Life Insur.				963	
4220	FICA	24,599	24,937	26,435	26,209	5.1
	Cost of FICA - 6.20% of wages.				26,209	
4225	Medicare	5,753	5,832	6,182	6,130	5.1
	Cost of Medicare - 1.45% of wages				6,130	
4230	Retirement	13,519	15,252	21,700	21,500	41.0
	Cost of NH Retirement System payments.				21,500	
4240	Staff Development	2,410	2,125	2,125	2,125	0.0
	Safety and Professional seminars				1,000	
	HazMat Training				750	
	Pesticides Seminars (req. for certific.)				375	
4260	Workers Comp Insurance	12,482	13,508	10,257	10,257	(24.1)
	Workers Comp allocation of self insur.				10,257	
4290	FSA Fees	264	173	230	230	32.9

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**43180 CS - Fac & Gr**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
	Admin fees - Flexible Spending Accts				230	
	<b>Total Personal Services</b>	<b>541,864</b>	<b>560,612</b>	<b>619,348</b>	<b>615,207</b>	<b>9.7</b>
<b>Purchased Services</b>						
4311	Administrative Services	4,259	3,000	3,000	3,000	0.0
	Guards for prision inmate program				3,000	
4336	Medical Services	747	500	500	500	0.0
	Physical exams for new employees				500	
4411	Water & Sewer Expense	493	8,000	8,000	1,000	(87.5)
	Henry Law, Garrison Hill & Longhill Pks. Bubbler and sprinkler charges				500	
	Water For Sprinklers - Shaw's Lane				500	
4420	Waste Collection Services	0	650	650	650	0.0
	Seasonal portable toilets for parks				650	
4431	Maint Chrgs - Buildings	62,016	61,556	63,822	63,822	3.7
	Energy Contract with Landis & Stafea				57,822	
	Contract Maintenance Work				6,000	
	Licenses or technical expertise is required to perform work (electrical, plumbing and heating) for DPW buildings					
4432	Maint Chrgs - Impr o/t Buildings	34,374	34,000	42,500	34,000	0.0
	Contract tree removal				7,500	
	Stump grinding				1,500	
	Bellamy Park & covered bridge repairs				1,000	
	Traffic Light Maintenance				10,000	
	Contract Spraying West Nile Virus				14,000	
4433	Maint Chrgs - Equipment	3,390	4,100	4,100	4,100	0.0
	Butterfield Gym				850	
	Fire extinguisher, heating system motor repairs					
	Indoor Pool motor & heating system rep.				1,300	
	Outdoor Pool alarm, motor & pool rep.				1,700	
	Other equipment repair				250	
4434	Maint Chrgs - Vehicles	211	2,000	2,000	2,000	0.0
	Maint. of F & G vehicles				2,000	
4435	Maint Chrgs - Office Equipment	575	590	665	665	12.7
	Computers	5 EA @	100.00		500	
	Laser Printers	3 EA @	40.00		120	
	Typewriters	1 EA @	45.00		45	
4443	Rental of Equipment	448	500	500	500	0.0
	1/2 Copier Rental				500	
4521	Property Insurance	2,662	3,143	2,391	2,391	(23.9)
	Cost of NHMA Property Insurance				2,391	

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**Comm Serv PW**

**43180 CS - Fac & Gr**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
4522	Vehicle & Equip Insurance	4,544	4,368	4,104	4,104	(6.0)
	Cost of NHMA Vehicle Insurance				4,104	
4524	Public Liab Insurance	2,641	3,522	3,812	3,812	8.2
	Cost of NHMA Public Liability Insur				3,812	
4531	Telecommunications	7,887	4,370	4,370	4,370	0.0
	4 Phone Lines	4	@ 170.00		680	
	Toll charges				300	
	Pager Rental	5	EA @ 108.00		540	
	7 phone lines for energy mgt. systems				1,650	
	Misc. maint. of telephone equipment				200	
	Cellular Telephones	2	@ 500.00		1,000	
4540	Advertising	583	200	200	200	0.0
	Recruiting new personnel				200	
4580	Travel Expense	88	100	100	100	0.0
	Misc. Travel Expense				100	
<b>Total Purchased Services</b>		<b>124,917</b>	<b>130,599</b>	<b>140,714</b>	<b>125,214</b>	<b>(4.1)</b>

**Supplies**

4611	Office Supplies	1,203	1,000	1,000	1,000	0.0
	Office & computer supplies; paper; pens				1,000	
4612	Operating Supplies	6,923	8,350	8,350	8,350	0.0
	Gauze, bandages, tape, cold packs, etc.				1,250	
	Public Works Building supplies				1,150	
	Butterfield Gym supplies				2,200	
	Indoor Pool supplies				2,250	
	Outdoor Pool supplies				1,500	
	Supplies include paper products and hand soap, cleaning supplies, trash bags, entry mats, flags, brooms, snow-melt, lawn care products and tools and supplies					
4615	Clothing & Uniforms	8,248	9,565	9,435	9,435	(1.4)
	Safety glasses				200	
	Gloves	12	EA @ 12.50		150	
	Rubber boots	4	EA @ 20.00		80	
	Rain gear				100	
	Steel toe boots	8	EA @ 250.00		2,000	
	Safety vests	10	EA @ 20.00		200	
	Uniform service	15	YR @ 351.00		5,265	
	Steel toe boots - seasonal staff				500	
	Rubber gloves, apron, eye protection				100	
	Non steel toe boots	7	EA @ 120.00		840	
4621	Natural Gas	16,187	25,000	25,000	25,000	0.0
	Public Works Facility - Estimated Cost				25,000	
4622	Electricity	44,136	32,000	32,000	32,000	0.0
	DPW Mast Rd				30,000	
	Holiday Lighting				2,000	
4626	Vehicle Fuels	4,365	3,500	3,500	3,500	0.0

**City of Dover**  
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**Comm Serv PW**

**43180 CS - Fac & Gr**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
	Vehicles, lawn mowers, chain saws, pumps				3,500	
4631	Food	1,493	1,500	1,500	1,500	0.0
	Food for prision inmate program				1,500	
4651	Maint Supplies - Buildings	12,783	11,800	11,800	11,800	0.0
	PW buildings - Mast Road				3,500	
	Butterfield Gym				3,300	
	Indoor Pool				3,000	
	Outdoor Pool				2,000	
	Includes regular maintenance at City Park shelters, replacement parts, fixtures, paint and lumber.					
4652	Maint Supplies - Impr o/t Building	34,363	36,615	36,615	36,615	0.0
	Materials & Supplies for landscaping				6,875	
	15 new trees				2,250	
	Outdoor pool maintenance				800	
	Bark mulch - playgrounds				2,000	
	Bark mulch - landscape all facilities				2,500	
	Supplies & Equipment for Park Maint.				3,690	
	Lumber for ball field benches, bleachers, etc., infield mix, stonedust for ball fields and track					
	Holiday lighting supplies				2,000	
	Signs and posts				10,000	
	Fertilizer for ballfields				3,000	
	Insect & weed control for ballfields				2,500	
	Trees				1,000	
4653	Maint Supplies - Equipment	1,549	1,200	1,200	1,200	0.0
	Materials for equipment repairs				1,200	
	Lawn mowers, chain and table saws, hand tools, scarifier					
4654	Maint Supplies - Vehicles	11,360	7,000	7,000	7,000	0.0
	Parts for all vehicles including tractor				7,000	
4661	Fleet Maint Charge	29,350	28,580	25,100	25,100	(12.2)
	Division share of Fleet Maint. Budget				25,100	
4681	Minor Equip, Furniture & Fxtrs	8,481	20,300	20,300	20,300	0.0
	Landscaping and grooming tools				500	
	Mechanic, plumbing & electric tools				1,000	
	Misc. Parts for mower/trimmer repairs				1,000	
	Misc. Tools for Indoor Pool repairs				100	
	Misc. Tools for Outdoor Pool repairs				300	
	Replace 3 comm. string trimmers				1,500	
	Leaf blower replacement				800	
	Line striping machine for ballfields & crosswalks				1,600	
	Banners				4,000	
	Traffic Signal Upgrades				9,500	
<b>Total Supplies</b>		<b>180,442</b>	<b>186,410</b>	<b>182,800</b>	<b>182,800</b>	<b>(1.9)</b>

**Capital Outlay**

4730	Improvements o/t Buildings	416	0	0	0	0.0
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**Comm Serv PW**

**43180 CS - Fac & Gr**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
	<b>Total Capital Outlay</b>	<b>416</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>
	<b>Other Expenses</b>					
4810	Membership Dues	0	260	260	260	0.0
	American Forestry Assoc.				45	
	National Arbor Day				10	
	NH Arborist Assoc.				25	
	NH Timberland Owners				30	
	Professional Grounds Mgt. Soc.				150	
4819	Fees & Charges	525	795	795	795	0.0
	Boiler & Elevator Permits	31 EA @	25.00		775	
	NH Pesticide License				20	
	<b>Total Other Expenses</b>	<b>525</b>	<b>1,055</b>	<b>1,055</b>	<b>1,055</b>	<b>0.0</b>
	<b>Operating Transfers Out</b>					
4914	Transfer To Capital Pjts	36,078	0	0	0	0.0
	<b>Total Operating Transfers Out</b>	<b>36,078</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>
<b>Total 43180</b>	<b>CS - Fac &amp; Gr</b>	<b>884,241</b>	<b>878,676</b>	<b>943,917</b>	<b>924,276</b>	<b>5.2</b>

# COMMUNITY SERVICES

**Division: Recycling & Waste Management**

**Function 43240**

## ***Mission Statement:***

To efficiently and effectively handle the recycling and waste management needs of the City to meet all areas of responsibilities including compliance with Federal, State and local laws, collection of household hazardous and yard wastes, provide the most cost effective markets for recyclable goods and to assist the community through education to be as environmentally conscious as possible.

## ***Major Services/Responsibilities:***

- Coordination/oversee curbside recycling and management of recycling center
- Conduct recycling education and provide support for recycling operations
- Provide household hazardous waste collection and coordinate trash disposal
- Collection/composting of yard waste
- Tracking of waste stream and budget
- Coordinate with State and Federal agencies to insure compliance with all applicable laws
- Track recycling markets to insure cost effective disposal of recyclable goods
- Apply for and administer available grant money to aid in programs

## ***Key Fiscal Year Objectives:***

- Continue cost effective approach to handling household hazardous waste
- Plan for future expansion of recycling center operating hours
- Plan for permanent household hazardous waste collection
- Continue to research and implement innovative recycling technologies
- Update and continue web page link for Solid Waste/Recycling
- Continued public education through Community Notes newsletter and web page updates.

## ***Performance Measures:***

Description	FY02 Act	FY03 Est	FY04 Est
Recycling Cost per ton	\$119	\$122	\$127

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**Comm Serv PW**

**43240 CS - Recycling Mgmt**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Personal Services</b>						
4115	Regular Hourly Employees	37,915	40,670	70,799	57,836	42.2
	Solid Waste Coordinator RFT 40 hr/wk 50%				51,769	
	Less time charged to Res. Waste				(25,884)	
	Solid Waste Assistant RFT 40 hr/wk 50%				39,307	
	Less time charged to Res. Waste				(19,654)	
	Recycling Attendant RPT 20 hr/wk				12,298	
4130	Overtime Pay	12,439	7,500	7,500	7,500	0.0
	Special Events				7,500	
4170	Longevity Pay	156	156	200	200	28.2
	Payment for years of service				400	
	Transfer to Res Solid Waste				(200)	
4211	Health Insurance	7,256	8,034	24,702	10,267	27.8
	Premiums to NHMA Health Ins. Trust				10,267	
4212	Dental Insurance	478	479	1,170	504	5.2
	Premiums to Dental Ins.				504	
4213	Life Insurance	73	112	189	126	12.5
	Premiums to NHMA for Life Insur.				126	
4220	FICA	3,834	2,923	4,653	3,981	36.2
	Cost of FICA - 6.20% of wages.				3,981	
4225	Medicare	897	683	1,088	931	36.3
	Cost of Medicare - 1.45% of wages				931	
4230	Retirement	873	2,158	4,631	3,141	45.6
	Cost of NH Retirement System payments.				3,141	
4240	Staff Development	900	2,225	2,225	2,225	0.0
	NRRA Conference				350	
	HazMat training				500	
	Computer training				1,000	
	NRRA workshops				75	
	Various conferences				300	
4260	Workers Comp Insurance	1,975	1,651	1,634	1,634	(1.0)
	Workers Comp allocation of self insur.				1,634	
4290	FSA Fees	0	0	0	0	0.0
	Admin fees - Flexible Spending Accts					
<b>Total Personal Services</b>		<b>66,795</b>	<b>66,591</b>	<b>118,791</b>	<b>88,345</b>	<b>32.7</b>

**Purchased Services**

4336	Medical Services	55	0	0	0	0.0
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**Comm Serv PW**

**43240 CS - Recycling Mgmt**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
4420	Waste Collection Services	287,437	300,000	317,000	317,000	5.7
	Curbside recycling contract				335,000	
	Less charge to vehicle reclamation				(60,000)	
	Hazardous waste collection				24,000	
	Leaf collection					
	Light iron				9,000	
	Special waste				4,000	
	Mixed paper					
	Yard waste, misc.					
	Freon reclamation				5,000	
	Plastic					
	Glass					
	Corrugated					
4421	Waste Disposal Services	24,449	22,740	25,320	25,320	11.3
	Yard Waste Disposal				20,000	
	Special Assistance				1,000	
	DPW misc. disposal	60 TN @	72.00		4,320	
4435	Maint Chrgs - Office Equipment	400	400	500	500	25.0
	Computers	4 EA @	100.00		400	
	Laser Printers	2 EA @	40.00		80	
	Dot Matrix Printer	1 EA @	20.00		20	
4521	Property Insurance	4	7	7	7	0.0
	Cost of NHMA Property Insurance				7	
4522	Vehicle & Equip Insurance	974	1,008	1,026	1,026	1.8
	Cost of NHMA Vehicle Insurance				1,026	
4524	Public Liab Insurance	466	588	632	632	7.5
	Cost of NHMA Public Liability Insur				632	
4531	Telecommunications	2,856	1,526	1,526	1,526	0.0
	Telephone lines (3) and toll charges				1,526	
4534	Postage	158	0	0	0	0.0
4540	Advertising	0	0	0	0	0.0
4550	Printing & Binding	0	1,000	1,000	1,000	0.0
	Brochures and pamphlets				1,000	
4580	Travel Expense	134	400	400	400	0.0
	State hearings, workshops, educational				400	
<b>Total Purchased Services</b>		<b>316,933</b>	<b>327,669</b>	<b>347,411</b>	<b>347,411</b>	<b>6.0</b>

**Supplies**

4611	Office Supplies	2,428	1,800	1,800	1,800	0.0
	Computer, copier & office supplies				1,800	



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**Comm Serv PW**

**43240 CS - Recycling Mgmt**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
4612	Operating Supplies	22,566	23,000	23,000	23,000	0.0
	Leaf bags				23,000	
4615	Clothing & Uniforms	1,405	1,650	1,650	1,650	0.0
	Uniforms				1,000	
	Safety boots				650	
4622	Electricity	0	1,000	1,000	1,000	0.0
	Electricity For Recycling Center				1,000	
4626	Vehicle Fuels	838	500	500	500	0.0
	Gas, oil & lube for division vehicles				500	
4631	Food	103	0	0	0	0.0
4640	Publications	39	200	200	200	0.0
	Journals and technical publications				200	
4652	Maint Supplies - Impr o/t Building	16	1,100	1,100	1,100	0.0
	Center improvements				600	
	Signs				500	
4653	Maint Supplies - Equipment	70	400	400	400	0.0
	Minor tools and equipment				400	
4654	Maint Supplies - Vehicles	4,735	3,000	3,000	3,000	0.0
	Parts/supplies for division vehicles				3,000	
4661	Fleet Maint Charge	12,900	14,460	14,650	14,650	1.3
	Division share of Fleet Maint. Budget				14,650	
4681	Minor Equip, Furniture & Fxtrs	25	400	400	400	0.0
	Tools/Equipment under \$500				400	
<b>Total Supplies</b>		<b>45,125</b>	<b>47,510</b>	<b>47,700</b>	<b>47,700</b>	<b>0.4</b>
<b>Other Expenses</b>						
4810	Membership Dues	1,652	1,515	1,515	1,515	0.0
	NRRA				1,050	
	Soil Science				140	
	URISA				125	
	NH solid waste operator				200	
4819	Fees & Charges	75	500	500	500	0.0
	State permit requirements				500	
<b>Total Other Expenses</b>		<b>1,727</b>	<b>2,015</b>	<b>2,015</b>	<b>2,015</b>	<b>0.0</b>
<b>Total 43240 CS - Recycling Mgmt</b>		<b>430,581</b>	<b>443,785</b>	<b>515,917</b>	<b>485,471</b>	<b>9.4</b>

# COMMUNITY SERVICES

**Division: Residential Solid Waste Fund**

**Function 3320-43230**

## ***Mission Statement:***

To efficiently and effectively manage the city's Bag & Tag program to meet all areas of responsibility, including the price and supply of the bags and tags and the management of the disposal contract with the waste hauler.

## ***Major Services/Responsibilities:***

- Track revenues and expenses of the Bag & Tag program
- Monitor the reductions in the waste stream
- Supply stores with bags for sale to the public
- Make recommendations to the Solid Waste Advisory Commission and City Council on the bag prices necessary to maintain the program
- Provide public information about the program
- Insure compliance with the City ordinance governing waste disposal
- Manage contract with waste hauler

## ***Key Fiscal Year Objectives:***

- Seek new technologies and ideas to further reduce the city's waste stream
- Promote the Bag & Tag program on a regional, State and Federal level
- Continue building a computerized database with all information pertinent to the waste stream
- Implement modifications to contractor with waste and recycling hauler
- Produce newsletter to Bag & Tag customers for continued communications
- Continue monitoring revenues and expenses of program; ensure revenues cover expenses

## ***Performance Measures:***

Description	FY02 Act	FY03 Est	FY04 Est
Cost per ton for solid waste handled with Bag & Tag	\$110	\$113	\$118

**City of Dover**  
**Fiscal Year 2004 Budget**  
**July 1, 2003 - June 30, 2004**

**Appropriations**

**3320 Residential Solid Waste**

**Comm Serv PW**

**43230 CS - Waste Mgmt**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Personal Services</b>						
4115	Regular Hourly Employees	43,671	48,788	63,888	63,272	29.7
	Solid Waste Coordinator (50%)				25,884	
	Solid Waste Assistant (50%)				19,654	
	Clerk Typist (75%)				17,734	
4130	Overtime Pay	178	0	0	0	0.0
4170	Longevity Pay	273	273	200	200	(26.7)
	Payment for years of service				200	
4211	Health Insurance	10,262	11,587	14,277	14,277	23.2
	Premiums to NHMA Health Ins. Trust				14,277	
4212	Dental Insurance	479	637	760	760	19.3
	Premiums to Dental Ins.				760	
4213	Life Insurance	139	146	170	175	19.9
	Premiums to NHMA for Life Insur.				175	
4220	FICA	2,336	2,946	3,867	3,828	29.9
	Cost of FICA - 6.20% of wages.				3,828	
4225	Medicare	546	689	904	895	29.9
	Cost of Medicare - 1.45% of wages				895	
4230	Retirement	3,660	2,191	3,781	3,745	70.9
	Cost of NH Retirement System payments.				3,745	
<b>Total Personal Services</b>		<b>61,543</b>	<b>67,257</b>	<b>87,847</b>	<b>87,152</b>	<b>29.6</b>
<b>Purchased Services</b>						
4335	Auditing Services	410	421	425	621	47.5
	Division share of auditing fees				621	
4420	Waste Collection Services	213,514	220,268	231,000	231,000	4.9
	Curbside collection and refuse				223,000	
	Construction offset by revenue				8,000	
4421	Waste Disposal Services	292,500	336,200	363,000	363,000	8.0
	Waste Disposal	5,000	TN @ 72.00		360,000	
	Illegal dumping				3,000	
4435	Maint Chrgs - Office Equipment	0	1,000	1,000	1,000	0.0
	Work Order System (division share)				1,000	
4443	Rental of Equipment	1,170	0	0	0	0.0
4524	Public Liab Insurance	214	743	801	801	7.8

**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Appropriations**

**3320 Residential Solid Waste**

**Comm Serv PW**

**43230 CS - Waste Mgmt**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
	Cost of NHMA Public Liability Insur				801	
4529	Insurance Deductible Payments	200	0	0	0	0.0
4531	Telecommunications	1,122	2,400	2,400	2,400	0.0
	Telephone lines and toll charges				1,400	
	Cell phone service				1,000	
4534	Postage	61	2,000	2,000	2,000	0.0
	Mailings and correspondence				2,000	
4550	Printing & Binding	267	3,000	3,000	3,000	0.0
	Brochures and pamphlets				3,000	
4580	Travel Expense	0	400	400	400	0.0
	State hearings, workshops, seminars				400	
<b>Total Purchased Services</b>		<b>509,457</b>	<b>566,432</b>	<b>604,026</b>	<b>604,222</b>	<b>6.7</b>
<b>Supplies</b>						
4611	Office Supplies	411	800	800	800	0.0
	Computer, copier & office supplies				800	
4612	Operating Supplies	61,866	70,000	70,000	70,000	0.0
	Trash bags				70,000	
4631	Food	0	0	0	0	0.0
4640	Publications	0	150	150	150	0.0
	Journals and technical publications				150	
4681	Minor Equip, Furniture & Fxtrs	0	0	0	0	0.0
<b>Total Supplies</b>		<b>62,278</b>	<b>70,950</b>	<b>70,950</b>	<b>70,950</b>	<b>0.0</b>
<b>Capital Outlay</b>						
4745	Computers & Communications Equip	2,144	0	0	0	0.0
<b>Total Capital Outlay</b>		<b>2,144</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>
<b>Total 43230 CS - Waste Mgmt</b>		<b>635,421</b>	<b>704,639</b>	<b>762,823</b>	<b>762,324</b>	<b>8.2</b>

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# COMMUNITY SERVICES

**Division: Water Fund**

**Function 5300-43320**

***Mission Statement:***

To deliver quality water that meets or exceeds standards on quality and safety, set by state and federal regulatory agencies.

***Major Services/Responsibilities:***

- Operate and maintain well sites, pumps, treatment equipment, water lines, valves and other related facilities and equipment
- Test and chemically treat water supply to ensure compliance with State and Federal water quality standards
- Inspect and certify back-flow protection devices
- Perform billing for industrial and residential water users
- Assist the Water and Sewer billing office with abatement review analysis
- Install state-of-the-art water meters to improve efficiency of the Department

***Key Fiscal Year Objectives:***

- Continue use of Kentucky Pipe system to analyze the water distribution system
- Continue system efficiencies through the Capital Improvement Program
- Replace the remainder of the Dover Point water main
- Continue with implementation of Supervisory Control and Data Acquisition programs.

***Performance Measures:***

Description	FY02 Act	FY03 Est	FY04 Est
Total gallons of water pumped per year (in millions)	767	800	800

**City of Dover**  
**Fiscal Year 2004 Budget**  
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**Appropriations**

**5300 Water Fund**

**Comm Serv PW**

**43320 CS - Water**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Personal Services</b>						
4115	Regular Hourly Employees	510,691	560,186	605,577	599,704	7.1
	1 Working Foreman RFT 40 hr/wk				50,445	
	Utility Systems Super (50% from Sewer)				31,696	
	1 Asst. Engineer RFT 40 hr/wk				57,509	
	1 Utility Process Chief Op RFT 40 hr/wk				54,772	
	1 Heavy Equipment Operator RFT 40 hr/wk				31,236	
	1 Meter/Backflow Coord RFT 40 hr/wk				51,018	
	1 Backflow M/M RFT 40 hr/wk				33,378	
	2 Maintenance Mechanics RFT 40 hr/wk				68,889	
	1 Laborer RFT 40 hr/wk				26,315	
	1 Truck Driver RFT 40 hr/wk				26,075	
	1 Utility Process Op I I RFT 40 hr/wk				41,289	
	Inventory Control Clerk 40 hr/wk				36,830	
	1 GIS Technician RFT 40 hr/wk				35,936	
	Less 50% charge to Sewer				(17,968)	
	Transfer from Fleet - Office Manager				14,025	
	1 Bookkeeper - Tax Collector RFT 37 hr/w				30,864	
	1 Collection Agent - Tax RFT 37 hr/wk				27,395	
4120	Temporary Employees	0	10,400	10,400	10,400	0.0
	1 Misc Helper SPT 1,040 hrs/yr				10,400	
4130	Overtime Pay	55,534	20,000	20,000	20,000	0.0
	Emergencies and weekend standby				20,000	
4160	Severance Pay	(5,689)	1,000	1,000	1,000	0.0
	Termination of employees				1,000	
4170	Longevity Pay	7,764	7,784	9,978	9,978	28.2
	Payment for years of service				9,978	
4211	Health Insurance	143,781	207,145	251,994	251,994	21.7
	Premiums to NHMA Health Ins. Trust				251,994	
4212	Dental Insurance	6,558	8,008	8,264	8,264	3.2
	Premiums to Dental Ins.				8,264	
4213	Life Insurance	1,216	1,714	1,681	1,684	(1.8)
	Premiums to NHMA for Life Insur.				1,684	
4220	FICA	34,710	35,656	38,386	38,021	6.6
	Cost of FICA - 6.20% of wages.				38,021	
4225	Medicare	8,117	8,339	8,977	8,892	6.6
	Cost of Medicare - 1.45% of wages				8,892	
4230	Retirement	24,886	26,762	37,557	37,210	39.0
	Cost of NH Retirement System payments.				37,210	
4240	Staff Development	2,268	3,000	3,000	3,000	0.0
	Safety seminars, CDL Training				3,000	
	Water treatment courses and safety posters					

**City of Dover**  
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**July 1, 2003 - June 30, 2004**

**Appropriations**

**5300 Water Fund**

**Comm Serv PW**

**43320 CS - Water**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
4260	Workers Comp Insurance	6,760	16,630	17,840	17,840	7.3
	Workers Comp allocation of self insur.				17,840	
4290	FSA Fees	231	143	230	230	60.8
	Admin fees - Flexible Spending Accts				230	
<b>Total Personal Services</b>		<b>796,827</b>	<b>906,767</b>	<b>1,014,884</b>	<b>1,008,217</b>	<b>11.2</b>
<b>Purchased Services</b>						
4311	Administrative Services	17	0	0	0	0.0
4335	Auditing Services	989	1,053	1,346	1,968	86.9
	Division share of auditing costs				1,968	
4336	Medical Services	858	650	650	650	0.0
	Physicals for new employees				500	
	Includes division's share of drug/alcohol testing					
	Doctor's Certificates				150	
4339	Consulting Services	9,400	10,000	10,000	10,000	0.0
	Consulting Services				10,000	
	As needed to study water supply problems					
4341	Technical Services	17,394	30,000	22,000	22,000	(26.7)
	Water analysis at State Lab				5,000	
	Quarterly testing rivers and wells				3,000	
	Phase II & V testing of wells--pesticide				10,000	
	Other contracted technical services				4,000	
4411	Water & Sewer Expense	36,867	32,000	32,000	32,000	0.0
	Fee for Lowell Ave. Treatment Plant				32,000	
4422	Contract Snow Plowing	0	3,600	3,600	3,600	0.0
	Contracted snow plowing services				3,600	
4431	Maint Chrgs - Buildings	2,968	6,000	6,000	6,000	0.0
	Maint. and building repairs				6,000	
4432	Maint Chrgs - Impr o/t Buildings	20,687	35,000	35,000	35,000	0.0
	Compaction testing				3,000	
	Clean 2 wells				22,000	
	Sand replacement @ Griffin Well				10,000	
4433	Maint Chrgs - Equipment	10,508	20,000	25,000	25,000	25.0
	Repairs to motors, alarms				20,000	
	Repairs to chemical feed system					
	Electrical repairs					
	Fisher Porter service contract					
	SCADA Service				5,000	
4435	Maint Chrgs - Office Equipment	1,253	3,781	3,976	3,976	5.2



**City of Dover**  
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**Appropriations**

**5300 Water Fund**

**Comm Serv PW**

**43320 CS - Water**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
	Office Equipment Maintenance				2,000	
	2-Way radio repairs				500	
	Division share of Utility billing				1,036	
	Computers	4 EA @	100.00		400	
	Laser Printers	1 EA @	40.00		40	
4441	Rental of Land & Buildings	0	9,500	0	0	(100.0)
4443	Rental of Equipment	19,108	17,100	16,500	16,500	(3.5)
	Telephone co. alarms, pagers				2,400	
	Testing & Chlorination services				500	
	Contractor rentals; excavators				8,500	
	Simplex time recorder				100	
	Gravel Crushing				5,000	
4460	Taxes	7,494	5,200	5,200	5,200	0.0
	Madbury land/building taxes				3,500	
	Rochester land/building taxes				1,300	
	B & M Railroad Lease				400	
4521	Property Insurance	2,712	4,228	4,399	4,399	4.0
	Cost of NHMA Property Insurance				4,399	
4522	Vehicle & Equip Insurance	5,518	4,704	4,446	4,446	(5.5)
	Cost of NHMA Vehicle Insurance				4,446	
4524	Public Liab Insurance	4,679	7,276	7,438	7,438	2.2
	Cost of NHMA Public Liability Insur				7,438	
4529	Insurance Deductible Payments	(1,231)	0	0	0	0.0
4531	Telecommunications	9,876	5,300	5,300	5,300	0.0
	Telephone lines and toll charges, cell				5,300	
	Includes filter plant alarm lines					
4534	Postage	7,563	8,500	8,500	8,500	0.0
	Bills, newsletters, consumer conf. rept.				8,500	
4540	Advertising	571	500	500	500	0.0
	Consumer confidence reports				500	
4550	Printing & Binding	2,691	4,000	4,000	4,000	0.0
	Newsletter and other publications				4,000	
	Including National Drinking Water Week and Consumer Confidence Report					
4580	Travel Expense	513	750	750	750	0.0
	Travel for conferences and seminars				750	
	Includes backflow prevention inspection training					
<b>Total Purchased Services</b>		<b>160,434</b>	<b>209,142</b>	<b>196,605</b>	<b>197,227</b>	<b>(5.7)</b>

**City of Dover**  
**Fiscal Year 2004 Budget**  
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**Appropriations**

**5300 Water Fund**

**Comm Serv PW**

**43320 CS - Water**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Supplies</b>						
4611	Office Supplies	2,993	3,000	3,000	3,000	0.0
	Office, copy and computer supplies				3,000	
4612	Operating Supplies	55,444	61,200	61,200	61,200	0.0
	Caustic to control PH of water				30,000	
	Floride				5,000	
	Chlorine				5,500	
	Potassium				3,500	
	Phosphates for lead & copper				16,000	
	Industrial supplies for cleaning/service				1,200	
	Includes first aid kits and other safety supplies and traffic cones					
4615	Clothing & Uniforms	5,737	6,794	6,794	6,794	0.0
	Raingear, gloves and boots				2,400	
	Uniforms	13 PR @	338.00		4,394	
4621	Natural Gas	15,495	13,000	13,000	13,000	0.0
	Propane for wells				13,000	
4622	Electricity	158,002	174,000	174,000	174,000	0.0
	Power for wells and pumps				174,000	
	Recharge pump, 2 treatment plants					
4626	Vehicle Fuels	15,620	9,500	9,500	9,500	0.0
	Gas, oil and lube for dept. vehicles				9,500	
4631	Food	21	100	100	100	0.0
	In-office lunch training/meetings				100	
4635	Medicinal Supplies	96	0	0	0	0.0
4640	Publications	0	300	300	300	0.0
	Technical publications/trade journals				300	
4651	Maint Supplies - Buildings	1,031	2,000	3,000	3,000	50.0
	Paint, glass, etc.				2,000	
	Upkeep of Public Works Facility				1,000	
4652	Maint Supplies - Impr o/t Building	(1,213)	32,000	32,000	32,000	0.0
	Water system maint. supplies				30,000	
	Misc. supplies				2,000	
4653	Maint Supplies - Equipment	5,308	7,000	8,000	8,000	14.3
	Well seals, repairs to chemical pumps				8,000	
4654	Maint Supplies - Vehicles	23,939	15,000	15,000	15,000	0.0
	Repairs/Parts for dept. vehicles				15,000	
4661	Fleet Maint Charge	47,750	42,230	46,850	46,850	10.9
	Division share of Fleet Maint. Budget				46,850	

**City of Dover**  
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**Appropriations**

**5300 Water Fund**

**Comm Serv PW**

**43320 CS - Water**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
4681	Minor Equip, Furniture & Fxtrs	10,426	8,400	13,300	13,300	58.3
	Small tools under \$500.00				3,300	
	Shovels, brooms, hoses for pumps, diamond cutting blades, compressor bits					
	Pipe Saw				1,500	
	Line Locator				2,000	
	Base Radio and Vehicle Equipment				6,500	

<b>Total Supplies</b>	<b>340,649</b>	<b>374,524</b>	<b>386,044</b>	<b>386,044</b>	<b>3.1</b>
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**Capital Outlay**

4730	Improvements o/t Buildings	12,022	0	0	0	0.0
4741	Machinery & Equipment	76,073	0	0	0	0.0
4743	Heavy Vehicles	3,472	28,500	0	0	(100.0)
4745	Computers & Communications Equip	3,508	2,000	2,000	2,000	0.0
	Misc. Computer & Communications Equip				2,000	
4760	Depreciation Expense	384,228	360,000	414,000	414,000	15.0
	Expense capital assets over useful life				414,000	

<b>Total Capital Outlay</b>	<b>479,302</b>	<b>390,500</b>	<b>416,000</b>	<b>416,000</b>	<b>6.5</b>
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**Other Expenses**

4810	Membership Dues	3,849	5,166	5,166	5,166	0.0
	NH Water Works & Council				1,000	
	American Water Works				1,169	
	NE Water Works Member/Cert.				820	
	State Certification				800	
	NE Rural Water Assoc.				50	
	ASCE				650	
	AWWARF				677	
4819	Fees & Charges	1,550	0	0	0	0.0
4820	Dept Overhead Charges	73,395	73,395	74,359	74,359	1.3
	Community Services Director				20,638	
	CS Executive Assistant				10,483	
	CS Clerk Typist				7,166	
	CS Superintendent				19,927	
	F & G Superintendent				16,145	
4835	Grants/Subsidy	6,000	0	0	0	0.0
4840	Contingency	36,438	0	0	0	0.0

**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Appropriations**

**5300 Water Fund**

**Comm Serv PW**

**43320 CS - Water**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
4891	Abatements	6,214	5,000	5,000	5,000	0.0
	Estimated expense for uncollectibles				5,000	
	<b>Total Other Expenses</b>	<b>127,446</b>	<b>83,561</b>	<b>84,525</b>	<b>84,525</b>	<b>1.2</b>
<b>Operating Transfers Out</b>						
4918	Transfer to Trust	40,000	100,000	150,000	150,000	50.0
	Allocation to Trust Fund - CIP				150,000	
	<b>Total Operating Transfers Out</b>	<b>40,000</b>	<b>100,000</b>	<b>150,000</b>	<b>150,000</b>	<b>50.0</b>
<b>Debt Service</b>						
4921	Interest - Bonds	259,524	193,093	242,973	242,973	25.8
	Accrued cost of bond interest (current)				165,348	
	Anticipated new debt/interest				77,625	
4922	Interest - Bond Ant Notes	0	65,600	176,000	176,000	168.3
	Bond Anticipation Note Interest				176,000	
	<b>Total Debt Service</b>	<b>259,524</b>	<b>258,693</b>	<b>418,973</b>	<b>418,973</b>	<b>62.0</b>
<b>Total 43320</b>	<b>CS - Water</b>	<b>2,204,182</b>	<b>2,323,187</b>	<b>2,667,031</b>	<b>2,660,986</b>	<b>14.5</b>

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# COMMUNITY SERVICES

**Division: Sewer Fund**

**Function 5320-43250**

***Mission Statement:***

To efficiently maintain the City's sewer collection system.

***Major Services/Responsibilities:***

- To implement the findings of the Inflow and Infiltration Study.
- Operate and maintain the City's lift stations, sewer mains and other related facilities and equipment
- Assist in overseeing the construction of the Sixth Street sewer project
- Continue with the installation of the SCADA system, which will allow efficient monitoring of the sewer facility

***Key Fiscal Year Objectives:***

- Continue inspections and televising of sewer lines to identify and prevent inflow and infiltration problems, thereby preserving system capacity for future development
- Replace manhole covers with watertight covers preventing the inflow of and need to treat clean surface waters
- Continue favorable expansion of sewer collection system to increase revenues while holding down costs, as well as eliminate sewer discharges into the storm sewer system
- Implement sewer pump station efficiencies through variable speed motors and telemetric, thus reducing costs to operate the stations

***Performance Measures:***

Description	FY02 Act	FY03 Est	FY04 Est
Total miles of collection system maintained	86	87.5	88

**City of Dover**  
**Fiscal Year 2004 Budget**  
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**Appropriations**

**5320 Sewer Fund**

**Comm Serv PW**

**43250 CS - Sewer**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Personal Services</b>						
4110	Regular Salaried Employees	15,288	16,191	16,807	16,646	2.8
	Environ. Pgm Mgr - 25% Charge from Eng.				16,646	
4115	Regular Hourly Employees	254,995	313,983	335,966	332,704	6.0
	1 Heavy Equipment Operator RFT 40 hr/wk				30,850	
	1 Utility System Supervisor RFT 40 hr/wk				63,392	
	Transfer 50% to Water Fund				(31,696)	
	1 Utility Process Optr I RFT 40 hr/wk				52,158	
	2 Maintenance Mechanics RFT 40 hr/wk				60,745	
	2 Utility Process Optrs II RFT 40 hr/wk				85,816	
	1 Laborer RFT 40 hr/wk				26,075	
	1 Collection Agent - Tax - RFT 37 hr/wk				27,396	
	GIS Technician - 50% Charge from Water				17,968	
4130	Overtime Pay	32,525	20,000	20,000	20,000	0.0
	Weekend and holiday standby, rainstorms				20,000	
4160	Severance Pay	3,446	1,000	1,000	1,000	0.0
	Payoff of accrued sick and vacation pay				1,000	
4170	Longevity Pay	4,072	4,228	6,400	6,400	51.4
	Payment for years of service				6,800	
	Transfer to Water				(600)	
	Transfer from Engineering				200	
4211	Health Insurance	68,687	89,536	100,240	100,240	12.0
	Premiums to NHMA Health Ins. Trust				99,461	
	Transfer to Water				(7,217)	
	Transfer from Water				5,346	
	Transfer from Engineering				2,650	
4212	Dental Insurance	4,621	5,085	5,185	5,185	2.0
	Premiums to Dental Ins.				5,019	
	Transfer to Water				(333)	
	Transfer from Water				333	
	Transfer from Engineering				166	
4213	Life Insurance	855	991	974	964	(2.7)
	Premiums to NHMA for Life Insur.				964	
4220	FICA	18,849	21,042	22,440	22,228	5.6
	Cost of FICA - 6.20% of wages.				22,228	
4225	Medicare	4,408	4,921	5,248	5,198	5.6
	Cost of Medicare - 1.45% of wages				5,198	
4230	Retirement	13,045	15,869	22,430	22,229	40.1
	Cost of NH Retirement System payments.				22,229	
4240	Staff Development	1,715	2,500	2,500	2,500	0.0
	Operator Certification Requirements				2,000	
	HAZMAT Training				500	

**City of Dover**  
**Fiscal Year 2004 Budget**  
**July 1, 2003 - June 30, 2004**

**Appropriations**

**5320 Sewer Fund**

**Comm Serv PW**

**43250 CS - Sewer**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
4260	Workers Comp Insurance	2,780	2,220	2,546	2,546	14.7
	Workers Comp allocation of self insur.				2,546	
4290	FSA Fees	80	129	130	130	0.8
	Admin fees - Flexible Spending Accts				116	
	Transfer from Engineering				14	
<b>Total Personal Services</b>		<b>425,366</b>	<b>497,695</b>	<b>541,866</b>	<b>537,970</b>	<b>8.1</b>

**Purchased Services**

4332	Design Services	0	1,000	1,000	1,000	0.0
	Design Services (division share)				1,000	
4333	Construction Services	13,440	0	0	0	0.0
4335	Auditing Services	1,405	1,400	2,076	3,035	116.8
	Division share of auditing services				3,035	
4336	Medical Services	337	800	800	800	0.0
	Doctor's Certificates				300	
	New Employee Physicals/Drug Testing				500	
4339	Consulting Services	700	10,000	10,000	10,000	0.0
	Outside Consultant Fee				10,000	
4341	Technical Services	1,780	0	0	0	0.0
4411	Water & Sewer Expense	10,808	10,000	10,000	10,000	0.0
	Cost of water consumption				10,000	
4421	Waste Disposal Services	12,717	0	7,000	7,000	100.0
	Grit Disposal				7,000	
4431	Maint Chrgs - Buildings	7,665	1,500	1,500	1,500	0.0
	Alarm System				1,500	
4432	Maint Chrgs - Impr o/t Buildings	7,715	12,000	12,000	12,000	0.0
	Compaction Testing				1,000	
	Public works sewer maintenance				1,000	
	Pave after sewer line repairs				5,000	
	Problem Services				5,000	
4433	Maint Chrgs - Equipment	12,477	10,000	15,000	15,000	50.0
	Backflow prevention maintenance				10,000	
	VFD equipment, calibration flow recorders alarm system check, stand-by generator maintenance, unscheduled maintenance, radio, gas and flow meter maintenance					
	SCADA Maintenance				5,000	
4435	Maint Chrgs - Office Equipment	1,528	4,196	4,376	4,376	4.3



**City of Dover**  
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**Appropriations**

**5320 Sewer Fund**

**Comm Serv PW**

**43250 CS - Sewer**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
	Billing software maint. agreement				3,000	
	Computers	3 EA @	100.00		300	
	Division share of utility billing				1,036	
	Laser Printer	1 EA @	40.00		40	
4441	Rental of Land & Buildings	0	10,200	700	700	(93.1)
	Sewer Crossing B & M Railroad				700	
4443	Rental of Equipment	25,038	38,000	35,500	35,500	(6.6)
	Gravel Crushing				5,000	
	Root Control				15,000	
	Other contracted equipment				12,500	
	Includes contracted work for sewer line repair and replacement for problem areas					
	Loam Screening Plant				3,000	
4460	Taxes	600	0	0	0	0.0
4521	Property Insurance	4,332	6,720	6,959	6,959	3.6
	Cost of NHMA Property Insurance				6,959	
4522	Vehicle & Equip Insurance	5,193	4,368	4,788	4,788	9.6
	Cost of NHMA Vehicle Insurance				4,788	
4524	Public Liab Insurance	3,063	4,932	4,793	4,793	(2.8)
	Cost of NHMA Public Liability Insur				4,793	
4529	Insurance Deductible Payments	1,940	0	0	0	0.0
4531	Telecommunications	4,129	4,000	4,000	4,000	0.0
	Telephone lines and toll charges, cell				4,000	
4534	Postage	4,776	4,200	4,200	4,200	0.0
	Sewer billings and misc. postage				4,200	
	Included industrial and commercial mailings for the Industrial Retreatment Program					
4540	Advertising	249	500	500	500	0.0
	Legal advertising and notices				500	
4550	Printing & Binding	1,000	1,000	1,000	1,000	0.0
	Newsletters and misc. printing				1,000	
4580	Travel Expense	1,389	1,000	1,000	1,000	0.0
	Travel for meetings and training				1,000	
	WPCF Conference, NEWPCA Conference					
<b>Total Purchased Services</b>		<b>122,281</b>	<b>125,816</b>	<b>127,192</b>	<b>128,151</b>	<b>1.9</b>

**Supplies**

4611	Office Supplies	3,174	4,500	4,500	4,500	0.0
	Office & computer supplies, paper, etc.				4,500	

**City of Dover**  
**Fiscal Year 2004 Budget**  
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**Appropriations**

**5320 Sewer Fund**

**Comm Serv PW**

**43250 CS - Sewer**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
4612	Operating Supplies	57,195	30,000	30,000	30,000	0.0
	Custodial & first aid supplies				2,000	
	Includes general cleaners, hand cleaners, silicone, light bulbs, rags to maintain 15 pumping stations, safety supplies, misc. first aid supplies, traffic cones, vests and fire extinguishers					
	Chemicals for River St. Pump Station				28,000	
4615	Clothing & Uniforms	5,481	3,462	5,642	5,642	63.0
	Raingear, boots and gloves				2,600	
	Employee Uniforms	9 PR @	338.00		3,042	
4621	Natural Gas	5,395	6,492	6,492	6,492	0.0
	Natural Gas				6,492	
4622	Electricity	90,204	138,000	138,000	138,000	0.0
	18 pumping stations & Butler Bldg.				138,000	
4624	Heating Oil	4,069	5,000	5,000	5,000	0.0
	Oil and gas for lift stations				5,000	
4626	Vehicle Fuels	8,688	5,000	5,000	5,000	0.0
	Gas, oil and lube for dept. vehicles				5,000	
	Daily check of pumping stations, collection system inspection, cleaning at pumping station, composting					
4631	Food	40	0	0	0	0.0
4635	Medicinal Supplies	37	0	150	150	100.0
					150	
4640	Publications	131	500	250	250	(50.0)
	Federal Register, EPA manuals				250	
	Training manuals and videos					
4651	Maint Supplies - Buildings	825	2,500	3,500	3,500	40.0
	Paint & general upkeep of buildings				2,500	
	Upkeep of Public Works Facility				1,000	
4652	Maint Supplies - Impr o/t Building	14,229	20,200	20,200	20,200	0.0
	Easement upkeep by Sewer Dept.				200	
	Previous Acct. #4250 Invent. Material				20,000	
4653	Maint Supplies - Equipment	17,359	20,000	20,000	20,000	0.0
	Scheduled & unscheduled maintenance				20,000	
	Supplies for treatment plant and pumping stations, including packing, bearings, seals, rotating assembly, replacement parts, etc.					
4654	Maint Supplies - Vehicles	18,355	15,000	15,000	15,000	0.0
	Repairs & parts for sewer dept. vehicles				15,000	
4661	Fleet Maint Charge	35,400	34,660	35,800	35,800	3.3
	Division share of Fleet Maint. Budget				35,800	

**City of Dover**  
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**Appropriations**

**5320 Sewer Fund**

**Comm Serv PW**

**43250 CS - Sewer**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
4681	Minor Equip, Furniture & Fxtrs	9,107	4,000	10,500	10,500	162.5
	Small tools and lab supplies				4,000	
	Base Radio and Vehicle Equipment				6,500	
<b>Total Supplies</b>		<b>269,689</b>	<b>289,314</b>	<b>300,034</b>	<b>300,034</b>	<b>3.7</b>

**Capital Outlay**

4730	Improvements o/t Buildings	2,500	0	0	0	0.0
4741	Machinery & Equipment	74,350	60,000	65,000	65,000	8.3
	Sewer Inspection Equipment				65,000	
4742	Light Vehicles	0	0	28,000	28,000	100.0
	Collection System Service Truck				28,000	
4745	Computers & Communications Equip	3,508	2,000	0	0	(100.0)
4760	Depreciation Expense	395,093	360,000	415,000	415,000	15.3
	Expense capital items over useful life				415,000	
<b>Total Capital Outlay</b>		<b>475,450</b>	<b>422,000</b>	<b>508,000</b>	<b>508,000</b>	<b>20.4</b>

**Other Expenses**

4810	Membership Dues	338	1,000	1,000	1,000	0.0
	Certification renewals NHWPCA, WPCF, NEWPCA and NHDES				1,000	
4819	Fees & Charges	75	0	0	0	0.0
4820	Dept Overhead Charges	88,095	88,095	89,358	89,358	1.4
	Community Services Director				24,834	
	CS Superintendent				23,650	
	CS Executive Assistant				12,478	
	CS Clerk Typist				9,000	
	F & G Superintendent				19,396	
4840	Contingency	33,936	0	0	0	0.0
4891	Abatements	8,335	5,000	5,000	5,000	0.0
	Estimated expense for uncollectible acct				5,000	
<b>Total Other Expenses</b>		<b>130,779</b>	<b>94,095</b>	<b>95,358</b>	<b>95,358</b>	<b>1.3</b>

**Operating Transfers Out**

4918	Transfer to Trust	300,000	300,000	350,000	350,000	16.7
	Allocation to Capital Reserve				350,000	

**City of Dover**  
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**Appropriations**

**5320 Sewer Fund**

**Comm Serv PW**

**43250 CS - Sewer**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
	<i><b>Total Operating Transfers Out</b></i>	300,000	300,000	350,000	350,000	16.7
<b>Debt Service</b>						
4921	Interest - Bonds	876,577	766,464	823,616	823,616	7.5
	Accrued cost of bond interest (existing)				676,241	
	Anticipated new debt/interest				147,375	
4922	Interest - Bond Ant Notes	0	124,500	19,250	19,250	(84.5)
	Bond Anticipation Note Interest				19,250	
	<b>Total Debt Service</b>	<b>876,577</b>	<b>890,964</b>	<b>842,866</b>	<b>842,866</b>	<b>(5.4)</b>
<b>Total 43250</b>	<b>CS - Sewer</b>	<b>2,600,143</b>	<b>2,619,884</b>	<b>2,765,316</b>	<b>2,762,379</b>	<b>5.4</b>

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# COMMUNITY SERVICES

**Division: Wastewater Treatment Facility**

**Function: 5320-43256**

## ***Mission Statement:***

To efficiently treat wastewater and biosolids generated from Dover's residents and businesses

## ***Major Services/Responsibilities:***

- Operate and maintain the Wastewater Treatment Facility
- Receive domestic septage from residents and surround communities
- Perform inspections on industrial sewer users
- Compost biosolids generated at the facility
- Comply with Federal and State discharge permit

## ***Key Fiscal Year Objectives:***

- Continue operating and maintaining the facility in the most cost-effective way as possible
- Continue distributing all compost generated at facility
- Oversee repair of facility outfall in Piscataqua River
- Replace ultraviolet disinfection system

## ***Performance Measures:***

Description	FY02 Act	FY03 Est	FY04 Est
Compliance of discharge permit			

**City of Dover**  
**Fiscal Year 2004 Budget**  
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**Appropriations**

**5320 Sewer Fund**

**Comm Serv PW**

**43256 CS - Sewer - WWTP**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Personal Services</b>						
4110	Regular Salaried Employees	141,181	152,022	157,881	156,372	2.9
	WWTP Supervisor RFT 40 hr/wk				63,397	
	Lab Supervisor RFT 40 hr/wk				52,168	
	Lab Technician RFT 40 hr/wk				40,807	
4115	Regular Hourly Employees	171,154	192,386	209,832	207,797	8.0
	Maintenance Mechanic RFT 40 hr/wk				35,028	
	Electrical Technician RFT 40 hr/wk				52,158	
	Plant Operator II RFT 40 hr/wk				45,056	
	2 Plant Operator I RFT 40 hr/wk				75,555	
4130	Overtime Pay	3,190	5,000	5,000	5,000	0.0
	Weekend and holiday standby				5,000	
4211	Health Insurance	66,533	73,953	83,932	83,932	13.5
	Premiums to NHMA Health Ins. Trust				83,932	
4212	Dental Insurance	4,700	4,447	5,004	5,004	12.5
	Premiums to Dental Ins.				5,004	
4213	Life Insurance	852	1,033	1,016	1,005	(2.7)
	Premiums to NHMA for Life Insur.				1,005	
4220	FICA	19,743	21,020	22,461	22,240	5.8
	Cost of FICA - 6.20% of wages.				22,240	
4225	Medicare	4,618	4,916	5,253	5,201	5.8
	Cost of Medicare - 1.45% of wages				5,201	
4230	Retirement	13,394	15,602	21,990	21,781	39.6
	Cost of NH Retirement System payments.				21,781	
4240	Staff Development	3,063	3,000	3,000	3,000	0.0
	Local, state and national seminars				3,000	
4260	Workers Comp Insurance	2,530	2,160	2,674	2,674	23.8
	Workers Comp allocation of self insur.				2,674	
<b>Total Personal Services</b>		<b>430,958</b>	<b>475,539</b>	<b>518,043</b>	<b>514,006</b>	<b>8.1</b>
<b>Purchased Services</b>						
4311	Administrative Services	400	1,000	1,000	1,000	0.0
	UV Bulb Disposal				1,000	
4336	Medical Services	241	500	500	500	0.0
	New employee physicals, random screening				500	
4339	Consulting Services	2,400	0	0	0	0.0

**City of Dover**  
**Fiscal Year 2004 Budget**  
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**Appropriations**

**5320 Sewer Fund**

**Comm Serv PW**

**43256 CS - Sewer - WWTP**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
4341	Technical Services	5,136	5,500	5,500	5,500	0.0
	Sludge SQC Testing				3,000	
	Toxicity Testing				1,500	
	WP and WS studies				1,000	
4411	Water & Sewer Expense	16,072	10,000	17,000	17,000	70.0
	Water and sewer expenses - odor control				17,000	
4433	Maint Chrgs - Equipment	0	0	0	0	0.0
4435	Maint Chrgs - Office Equipment	643	620	725	725	16.9
	Computers	6 EA @	100.00		600	
	Laser Printers	1 EA @	40.00		40	
	Jet printer	1 EA @	40.00		40	
	Typewriter	1 EA @	45.00		45	
4443	Rental of Equipment	580	2,000	2,000	2,000	0.0
	Fork Lift				2,000	
4521	Property Insurance	11,088	17,136	18,260	18,260	6.6
	Cost of NHMA Property Insurance				18,260	
4522	Vehicle & Equip Insurance	649	1,008	1,026	1,026	1.8
	Cost of NHMA Vehicle Insurance				1,026	
4524	Public Liab Insurance	3,395	4,852	5,136	5,136	5.9
	Cost of NHMA Public Liability Insur				5,136	
4529	Insurance Deductible Payments	90	0	0	0	0.0
4531	Telecommunications	8,180	5,000	5,000	5,000	0.0
	Telephone lines and toll charges				5,000	
4534	Postage	525	400	400	400	0.0
	Routine correspondence				400	
4540	Advertising	0	150	150	150	0.0
	Notice Advertising				150	
4550	Printing & Binding	345	300	300	300	0.0
	Brochures and pamphlets				300	
4580	Travel Expense	458	500	500	500	0.0
	Travel to off-site conf. & seminars				500	
<b>Total Purchased Services</b>		<b>50,202</b>	<b>48,966</b>	<b>57,497</b>	<b>57,497</b>	<b>17.4</b>

**Supplies**

4611	Office Supplies	1,367	1,500	1,500	1,500	0.0
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**City of Dover**  
**Fiscal Year 2004 Budget**  
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**Appropriations**

**5320 Sewer Fund**

**Comm Serv PW**

**43256 CS - Sewer - WWTP**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
	Copier, Computer and Office Supplies				1,500	
4612	Operating Supplies	107,430	98,000	108,000	108,000	10.2
	Lab supplies, compost, chemicals Some of this cost is offset by IPP Fees for sampling.				108,000	
4615	Clothing & Uniforms	4,479	6,000	6,000	6,000	0.0
	Uniforms/safety boots for 8 employees				6,000	
4621	Natural Gas	8,600	10,500	12,000	12,000	14.3
	Propane for plant operations Odor Control				12,000	
4622	Electricity	151,359	180,000	180,000	180,000	0.0
	Utilities needed to operate plant				180,000	
4624	Heating Oil	16,050	20,000	20,000	20,000	0.0
	Heating oil For plant operations and generator				20,000	
4626	Vehicle Fuels	2,590	5,000	5,000	5,000	0.0
	Gas, lube and oil for division vehicles				5,000	
4631	Food	500	100	100	100	0.0
	In-service trainings and meetings				100	
4640	Publications	135	400	400	400	0.0
	Technical publications & trade journals				400	
4651	Maint Supplies - Buildings	1,202	0	0	0	0.0
4652	Maint Supplies - Impr o/t Building	119,146	120,000	120,000	120,000	0.0
	Repair parts as need to support plant				100,000	
	New gas cleaning equipment				10,000	
	New plant water system				10,000	
4654	Maint Supplies - Vehicles	3,586	4,000	4,000	4,000	0.0
	Parts for division vehicles				4,000	
4661	Fleet Maint Charge	13,500	12,930	14,850	14,850	14.8
	Division share of Fleet Maint. Budget				14,850	
4681	Minor Equip, Furniture & Fxtrs	3,426	3,000	3,000	3,000	0.0
	Small tools and equipment under \$500				3,000	
<b>Total Supplies</b>		<b>433,369</b>	<b>461,430</b>	<b>474,850</b>	<b>474,850</b>	<b>2.9</b>

**Capital Outlay**

4741	Machinery & Equipment	0	50,000	0	0	(100.0)

**City of Dover**  
**Fiscal Year 2004 Budget**  
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**Appropriations**

**5320 Sewer Fund**

**Comm Serv PW**

**43256 CS - Sewer - WWTP**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
4742	Light Vehicles	0	0	24,500	24,500	100.0
	4X4 Truck with Snow Plow				24,500	
<b>Total Capital Outlay</b>		<b>0</b>	<b>50,000</b>	<b>24,500</b>	<b>24,500</b>	<b>(51.0)</b>
<b>Other Expenses</b>						
4810	Membership Dues	300	500	500	500	0.0
	State and National Prof. Memberships				500	
4819	Fees & Charges	0	1,500	1,500	1,500	0.0
	NHDES Annual Lab Audit/Certification				1,000	
	Annual SQC sludge/compost permit fee				500	
<b>Total Other Expenses</b>		<b>300</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>0.0</b>
<b>Total 43256</b>	<b>CS - Sewer - WWTP</b>	<b>914,829</b>	<b>1,037,935</b>	<b>1,076,890</b>	<b>1,072,853</b>	<b>3.4</b>

**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Comm Serv Recreation**

**Appropriations by Function**

Function	Description	Prior Year Actual	Current Year Budget	City Mgr Proposed	Dollar Change	% Chng
<b>1000</b>	<b>General Fund</b>					
45110	CS - Rec Admin	186,722	204,493	172,107	(32,386)	(15.8)
45120	CS - Recr Pgm	187,779	165,903	177,968	12,065	7.3
45121	CS - McConnell Recreation	0	0	35,891	35,891	100.0
45122	CS - Butterfield Gym	267,142	349,590	257,465	(92,125)	(26.4)
45124	CS - Indoor Pool	293,014	287,469	303,015	15,546	5.4
45125	CS - Thompson Pool	100,660	91,970	100,103	8,133	8.8
45141	CS - Summer Camp	53,030	53,780	54,621	841	1.6
	<b>Total 1000 General Fund</b>	<b>1,088,347</b>	<b>1,153,205</b>	<b>1,101,170</b>	<b>(52,035)</b>	<b>(4.5)</b>
<b>5500</b>	<b>Arena Fund</b>					
45149	CS - Arena	1,240,125	1,041,778	1,168,998	127,220	12.2
	<b>Total 5500 Arena Fund</b>	<b>1,240,125</b>	<b>1,041,778</b>	<b>1,168,998</b>	<b>127,220</b>	<b>12.2</b>
	<b>Total for Department</b>	<b>2,328,472</b>	<b>2,194,983</b>	<b>2,270,168</b>	<b>75,185</b>	<b>3.4</b>

**Appropriations by Budget Category**

Fund	Description	Prior Year Actual	Current Year Budget	City Mgr Proposed	Dollar Change	% Chng
<b>1000</b>	<b>General Fund</b>					
	Personal Services	751,811	785,863	768,914	(16,949)	(2.2)
	Purchased Services	135,144	156,668	148,630	(8,038)	(5.1)
	Supplies	166,331	194,439	167,391	(27,048)	(13.9)
	Capital Outlay	19,256	0	0	0	0.0
	Other Expenses	15,805	16,235	16,235	0	0.0
	<b>Total 1000 General Fund</b>	<b>1,088,347</b>	<b>1,153,205</b>	<b>1,101,170</b>	<b>(52,035)</b>	<b>(4.5)</b>
<b>5500</b>	<b>Arena Fund</b>					
	Personal Services	348,581	406,452	444,846	38,394	9.4
	Purchased Services	83,304	66,465	74,995	8,530	12.8
	Supplies	323,382	246,591	286,950	40,359	16.4
	Capital Outlay	106,830	145,200	165,500	20,300	14.0
	Other Expenses	148,721	9,000	17,580	8,580	95.3
	Debt Service	229,307	168,070	179,127	11,057	6.6
	<b>Total 5500 Arena Fund</b>	<b>1,240,125</b>	<b>1,041,778</b>	<b>1,168,998</b>	<b>127,220</b>	<b>12.2</b>
	<b>Total for Department</b>	<b>2,328,472</b>	<b>2,194,983</b>	<b>2,270,168</b>	<b>75,185</b>	<b>3.4</b>

# COMMUNITY SERVICES

**Division: Recreation Administration**

**Function 45110**

## ***Mission Statement:***

To provide the highest quality recreation services at reasonable costs for the citizens of Dover. To build partnerships with volunteers, businesses, City staff and program participants in order to maximize the efficiency and economy of service delivery. To continually meet or exceed community expectations.

## ***Major Services/Responsibilities:***

- Provide administrative support for all recreation divisions
- Coordinate all program development and promotion
- Hire and train all recreation personnel
- Handle all recreation personnel records and processing
- Account for all recreation revenue and expenditures by all divisions
- Develop and monitor annual recreation budget
- Plan and implement recreation improvements in both facilities and programs
- Work with other public and private entities to solicit support and cooperation
- Follow through on Recreation Master Plan

## ***Key Fiscal Year Objectives:***

- Continue development of new athletic fields and facilities
- Complete the improvements to the front of the Butterfield Gym and Henry Law Park
- Begin work on Willand Pond trails system with the City of Somersworth
- Continue the development of the skate park at Henry Law Park
- Implement Master Plan recommendations to improve neighborhood parks
- Continue the development of the snow park area at Garrison Hill Park
- Begin internship program focused on park improvements and grant writing

## ***Performance Measures:***

Description	FY02 Act	FY03 Est	FY04 Est
Addition of new ball fields	0	3	4
Growth of program sponsors	75	87	105
Trail systems improved and added	0	1	3
Special Events program growth	4	6	7
Development of recreation programs at McConnell Center	2	4	6

**City of Dover**  
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**Appropriations**

**1000 General Fund**

**Comm Serv Recreation**

**45110 CS - Rec Admin**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Personal Services</b>						
4110	Regular Salaried Employees	58,240	61,679	64,018	63,412	2.8
	Rec. Program Superintendent RFT 40 hr/wk See estimated revenues for department overhead charges				63,412	
4115	Regular Hourly Employees	58,869	62,332	64,702	30,707	(50.7)
	Office Manager RFT 35 hr/wk Secretary II RFT 40 hr/wk (CM) See estimated revenue for department overhead charges				30,707	
4170	Longevity Pay	800	2,204	4,000	2,400	8.9
	Payment for years of service				2,400	
4211	Health Insurance	31,074	44,221	56,514	44,313	0.2
	Premiums to NHMA Health Ins. Trust				44,313	
4212	Dental Insurance	1,899	1,899	1,998	1,332	(29.9)
	Premiums to Dental Ins.				1,332	
4213	Life Insurance	342	342	356	260	(24.0)
	Premiums to NHMA for Life Insur.				260	
4220	FICA	7,015	7,341	7,846	5,676	(22.7)
	Cost of FICA - 6.20% of wages.				5,676	
4225	Medicare	1,640	1,717	1,834	1,327	(22.7)
	Cost of Medicare - 1.45% of wages				1,327	
4230	Retirement	4,875	5,636	7,831	5,695	1.0
	Cost of NH Retirement System payments.				5,695	
4240	Staff Development	305	500	500	500	0.0
	NRPA Conf.,computer trng. mgmt. seminars				500	
4260	Workers Comp Insurance	273	263	631	631	139.9
	Workers Comp allocation of self insur.				631	
4290	FSA Fees	66	116	58	58	(50.0)
	Admin fees - Flexible Spending Accts				58	
<b>Total Personal Services</b>		<b>165,398</b>	<b>188,250</b>	<b>210,288</b>	<b>156,311</b>	<b>(17.0)</b>
<b>Purchased Services</b>						
4336	Medical Services	104	100	100	100	0.0
	Pre-employment physicals		100.00		100	
4433	Maint Chrgs - Equipment	103	500	500	200	(60.0)
	Communication Equipment repairs				200	
4435	Maint Chrgs - Office Equipment	4,925	4,328	1,913	1,913	(55.8)

**City of Dover**  
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**Appropriations**

**1000 General Fund**

**Comm Serv Recreation**

**45110 CS - Rec Admin**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
	Typewriters	2 EA @	45.00		90	
	UPS	5 EA @	20.00		100	
	Regular maint. for office equip.				895	
	Computers	5 EA @	100.00		500	
	Laser Printers	6 EA @	40.00		240	
	Pager Contract	1 EA @	88.00		88	
4443	Rental of Equipment	0	0	3,510	3,510	100.0
	Copy Machine Rental				3,510	
4522	Vehicle & Equip Insurance	325	336	342	342	1.8
	Cost of NHMA Vehicle Insurance				342	
4524	Public Liab Insurance	623	823	885	885	7.5
	Cost of NHMA Public Liability Insur				885	
4531	Telecommunications	3,695	1,633	1,443	1,073	(34.3)
	Service for ISDN to City Hall (CM)					
	Cellular phone charges	1 YR @	350.00		350	
	Toll charges				723	
4534	Postage	1,012	760	760	760	0.0
	Regular correspondence/mailings				760	
4540	Advertising	0	200	200	200	0.0
	Program Publicity, Employment Advertisin		200.00		200	
4580	Travel Expense	70	0	0	0	0.0
<b>Total Purchased Services</b>		<b>10,857</b>	<b>8,680</b>	<b>9,653</b>	<b>8,983</b>	<b>3.5</b>

**Supplies**

4611	Office Supplies	3,303	3,000	3,000	3,000	0.0
	Copier, computer and office supplies				3,000	
4612	Operating Supplies	919	750	750	750	0.0
	Program Support Materials		750.00		750	
4626	Vehicle Fuels	0	1,778	1,778	1,778	0.0
	Gas for van & staff car only	1,400 GA @	1.27		1,778	
4631	Food	40	500	500	500	0.0
	Meals for meetings, conferences, Seminar		500.00		500	
4640	Publications	271	400	400	400	0.0
	Professional journals & subscriptions				400	
4654	Maint Supplies - Vehicles	80	750	750	0	(100.0)
	Car		100.00			
4661	Fleet Maint Charge	1,350	0	0	0	0.0

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**Appropriations**

**1000 General Fund**

**Comm Serv Recreation**

**45110 CS - Rec Admin**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
	Division share of garage charges					
	<b>Total Supplies</b>	<b>5,962</b>	<b>7,178</b>	<b>7,178</b>	<b>6,428</b>	<b>(10.4)</b>
<b>Capital Outlay</b>						
4742	Light Vehicles	4,000	0	0	0	0.0
	<b>Total Capital Outlay</b>	<b>4,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>
<b>Other Expenses</b>						
4810	Membership Dues	505	385	385	385	0.0
	Dues and Memberships				385	
	Including National Recreation and Parks Assoc. and NH Recreation and Parks Assoc.					
	<b>Total Other Expenses</b>	<b>505</b>	<b>385</b>	<b>385</b>	<b>385</b>	<b>0.0</b>
<b>Total 45110</b>	<b>CS - Rec Admin</b>	<b>186,722</b>	<b>204,493</b>	<b>227,504</b>	<b>172,107</b>	<b>(15.8)</b>

# COMMUNITY SERVICES

**Division: Recreation Programs**

**Function 45120**

## ***Mission Statement:***

Provide administrative support and direction to our paid staff and volunteers in an effort to better serve the general public and provide a variety of affordable recreation opportunities to the entire community, and to enhance the quality of life in Dover.

## ***Major Services/Responsibilities:***

- Perform fundraising and solicit donations
- Support and assist adult & youth sport leagues
- Support and assist senior citizens groups
- Provide programming for special needs population
- Organize and conduct special events
- Plan and organize special trips
- Coordinate field/facility scheduling
- Budget management
- Provide clerical support to all divisions
- Provide coaches training for youth sports
- Coordinate city-wide projects for recreation facility development
- Facilitate neighborhood park meetings and projects

## ***Key Fiscal Year Objectives:***

- Continue recreation facility and field expansion, with community involvement
- Continue to improve customer service/public relations
- Cultivate employee excellence
- Continue to evaluate existing programs
- Develop trip programs
- Manage all sections of the division to work closely together and compliment program offerings
- Maximize efficiency in manpower usage
- Complete outstanding park improvement projects
- Communicate the vision of recreation services to the community
- Facilitate neighborhood park meetings and projects
- Work on Youth Sports program improvements/ philosophy and training

## ***Performance Measures:***

Description	FY02 Act	FY03 Est	FY04 Est
Expand publicity for programs (Brochures, Flyers, etc.)	19,000	20,000	28,000
Increase networking of various sports leagues	1	6	8
Develop new Athletic Fields	0	3	4
Complete ramps at Skate park in Henry Law Park	0	4	2
Expand snowboard and sledding areas	1	2	3



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**1000 General Fund**

**Comm Serv Recreation**

**45120 CS - Recr Pgm**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Personal Services</b>						
4115	Regular Hourly Employees	2,285	0	0	0	0.0
4120	Temporary Employees	63,581	68,473	74,938	72,691	6.2
	18 Playground Supervisors	6,700	HR @ 8.71		58,357	
	Assistant Program Supervisor	600	HR @ 10.59		6,354	
	Playground Supervisor	600	HR @ 13.30		7,980	
4130	Overtime Pay	1,053	0	1,000	500	100.0
	Time and one-half for extra hours				500	
4170	Longevity Pay	1,404	0	0	0	0.0
4211	Health Insurance	12,029	0	0	0	0.0
4220	FICA	4,515	4,245	4,708	4,538	6.9
	Cost of FICA - 6.20% of wages.				4,538	
4225	Medicare	1,056	993	1,101	1,061	6.8
	Cost of Medicare - 1.45% of wages				1,061	
4230	Retirement	86	0	0	0	0.0
	Cost of NH Retirement System payments.					
4240	Staff Development	370	500	500	250	(50.0)
	Tuition for various Recreation Seminars				250	
4260	Workers Comp Insurance	3,489	4,133	4,202	4,202	1.7
	Workers Comp allocation of self insur.				4,202	
<b>Total Personal Services</b>		<b>89,867</b>	<b>78,344</b>	<b>86,449</b>	<b>83,242</b>	<b>6.3</b>
<b>Purchased Services</b>						
4311	Administrative Services	0	362	362	362	0.0
	College Work Study (100 hours)				314	
	FICA				48	
4336	Medical Services	238	1,000	1,000	1,000	0.0
	New employee exams/drug testing				1,000	
4433	Maint Chrgs - Equipment	639	700	700	700	0.0
	Service Contracts-Recreation Software				700	
4435	Maint Chrgs - Office Equipment	538	490	320	320	(34.7)
	DoverNet Maintenance Charges:					
	Computers	2	EA @ 100.00		200	
	Laser Printers	2	EA @ 40.00		80	
	UPS	2	EA @ 20.00		40	

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**Comm Serv Recreation**

**45120 CS - Recr Pgm**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
4443	Rental of Equipment	20,440	19,910	24,910	21,277	6.9
	Bus Trips:					
	Playground	4,500 MI @	1.95		8,775	
	Staff:					
	Trips (5 drivers)	320 HR @	13.50		4,320	
	Afternoon trips (2 drivers)	192 HR @	13.50		2,592	
	Ski trips:					
	Mileage for 6 trips (CM)	852 MI @	1.95			
	Staff (1 driver) (CM)	72 HR @	13.50			
	Vacation camps:					
	Mileage - 2 camp sessions	400 MI @	1.95		780	
	Staff (1 driver for 2 camp sessions)	60 HR @	13.50		810	
	Chemical Toilet Rental (CM)				4,000	
4521	Property Insurance	0	0	55	55	100.0
	Cost of NHMA Property Insurance				55	
4522	Vehicle & Equip Insurance	325	336	684	684	103.6
	Cost of NHMA vehicle insurance				684	
4524	Public Liab Insurance	1,057	859	736	736	(14.3)
	Cost of NHMA Public Liability Insur	1 @	736.00		736	
4531	Telecommunications	1,904	800	800	800	0.0
	Cell Phone/Programs @ 29 mo.				800	
4534	Postage	0	50	50	50	0.0
	Postage for various mailings				50	
4540	Advertising	952	8,000	2,600	500	(93.8)
	Posters				200	
	Newspaper advertisements (CM)					
	Fliers to schools				300	
	Broadcast Media (CM)					
4550	Printing & Binding	5,277	0	0	10,000	100.0
	Program brochures				10,000	
4580	Travel Expense	0	221	221	221	0.0
	Travel to seminars and conferences				221	
4591	Special Programs	25,241	25,175	30,175	25,475	1.2
	Ski trips					
	End of Season Trip				3,200	
	Creative Activities Program				1,000	
	Youth Tournament entry fees				500	
	Summer Carnival				400	
	Awards and Trophies				500	
	4th of July Fireworks (CM)				18,300	
	Fishing Derby				75	
	Rafting Trip				1,500	
<b>Total Purchased Services</b>		<b>56,612</b>	<b>57,903</b>	<b>62,613</b>	<b>62,180</b>	<b>7.4</b>

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**1000 General Fund**

**Comm Serv Recreation**

**45120 CS - Recr Pgm**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Supplies</b>						
4611	Office Supplies	123	200	200	200	0.0
	General Office Supplies				200	
4612	Operating Supplies	7,508	4,200	4,200	4,200	0.0
	Various Supplies				4,200	
4615	Clothing & Uniforms	552	1,500	1,500	1,500	0.0
	Shirts for summer staff				1,500	
4622	Electricity	311	300	300	300	0.0
	Henry Law - holiday lighting				300	
4626	Vehicle Fuels	585	1,246	1,246	1,246	0.0
	Gas for van & staff car only	1,400	GA @ 1.27		1,246	
4631	Food	150	500	500	500	0.0
					500	
4635	Medicinal Supplies	33	850	850	850	0.0
	First aid supplies				850	
4640	Publications	40	100	100	100	0.0
	Recreation Publications & Journals				100	
4654	Maint Supplies - Vehicles	1,156	1,500	1,500	1,500	0.0
	Parts for division vehicles-Bus				1,500	
4661	Fleet Maint Charge	3,100	4,260	7,150	7,150	67.8
	Division share of Fleet Maint. Budget				7,150	
4681	Minor Equip, Furniture & Fxtrs	3,475	0	0	0	0.0
<b>Total Supplies</b>		<b>17,033</b>	<b>14,656</b>	<b>17,546</b>	<b>17,546</b>	<b>19.7</b>
<b>Capital Outlay</b>						
4741	Machinery & Equipment	9,127	0	0	0	0.0
<b>Total Capital Outlay</b>		<b>9,127</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>
<b>Other Expenses</b>						
4810	Membership Dues	140	0	0	0	0.0
4835	Grants/Subsidy	15,000	15,000	15,000	15,000	0.0
	Cocheco Arts Festival				15,000	

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**1000 General Fund**

**Comm Serv Recreation**

**45120 CS - Recr Pgm**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
	<i>Total Other Expenses</i>	15,140	15,000	15,000	15,000	0.0
<b>Total 45120</b>	<b>CS - Recr Pgm</b>	<u>187,779</u>	<u>165,903</u>	<u>181,608</u>	<u>177,968</u>	<u>7.3</u>

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**1000 General Fund**

**Comm Serv Recreation**

**45121 CS - McConnell Recreation**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Personal Services</b>						
4120	Temporary Employees	0	0	42,491	33,141	100.0
	8 Gym Supervisors/Instructs, SPT	1,900	\$ @ 8.50		16,150	
	1 Aerobic Instructors, SPT	160	\$ @ 13.30		2,128	
	4 Basketball Refs ,SPT, Travel	60	\$ @ 25.00		1,500	
	1 Program Coordinator, SPT	120	\$ @ 12.00		1,440	
	2 Basketball Refs, High School Girls	16	\$ @ 33.00		528	
	2 Program Instructors, SPT	240	\$ @ 12.00		2,880	
	1 Tae Kwon Do Instructor, SPT	258	\$ @ 20.00		5,160	
	1 Boxing Instructor	288	\$ @ 11.65		3,355	
4130	Overtime Pay	0	0	200	200	100.0
	OT Pay at time and one-half				200	
4220	FICA	0	0	2,646	2,067	100.0
	Cost of FICA - 6.20% of wages				2,067	
4225	Medicare	0	0	619	483	100.0
	Cost of Medicare - 1.45% of wages				483	
<b>Total Personal Services</b>		<b>0</b>	<b>0</b>	<b>45,956</b>	<b>35,891</b>	<b>100.0</b>
<b>Total 45121</b>	<b>CS - McConnell Recreation</b>	<b>0</b>	<b>0</b>	<b>45,956</b>	<b>35,891</b>	<b>100.0</b>

# COMMUNITY SERVICES

**Division: Butterfield Gym**

**Function 45122**

## ***Mission Statement:***

To become progressive in addressing the needs of the varied ages, interest and abilities of the community by educating the public in fitness, sports and cultural activities in providing them with safe and enjoyable programs.

## ***Major Services/Responsibilities:***

- Organize, promote and instruct sports and arts & crafts programs for all ages
- Perform daily supervision of gym and fitness room
- Provide and schedule facility rental time
- Continue year-round gym and facility schedule
- Organize, promote and conduct special events, including vacation camps
- Coordinate programs with other divisions
- Develop and implement employee fitness program

## ***Key Fiscal Year Objectives:***

- Promote wellness programs
- Continue to improve customer service/public relations
- Continue to improve and update fitness equipment
- Increase revenues by adding programs and increasing attendance
- Develop promotional vehicle to publicize our programs in creative ways
- Provide open recreation times in gym and fitness room
- Build new entrance area and connection with the Henry Law Park improvements

## ***Performance Measures:***

Description	FY02 Act	FY03 Est	FY04 Est
Fitness Center Improvements (#of people monthly)	375	600	800
Increase memberships	480	600	650
Increase daily attendance	250	300	380
New employee fitness programs	0	1	3

**City of Dover**  
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**1000 General Fund**

**Comm Serv Recreation**

**45122 CS - Butterfield Gym**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Personal Services</b>						
4115	Regular Hourly Employees	89,986	79,517	81,938	81,151	2.1
	2 Rec. Program Supervisors RFT 40 hr/wk				81,151	
4120	Temporary Employees	53,939	119,869	65,748	57,718	(51.8)
	14 Gym Supervisors/Instructors SPT	4,700	HR @ 8.50		39,950	
	1 Lil' Shots Supervisor SPT	25	HR @ 12.50		312	
	6 Basketball Refs SPT	315	HR @ 10.50		3,308	
	2 Basketball Refs Jr. High SPT (75 hrs)	120	HR @ 25.00		3,000	
	1 Basketball Coordinator SPT	200	HR @ 12.00		2,400	
	1 Basketball Program Staff SPT	160	HR @ 8.50		1,360	
	1 Midget Basketball Coord. SPT	75	HR @ 13.30		998	
	2 Senior HS Basketball Refs SPT	40	HR @ 33.00		1,320	
	2 Program Supervisors SPT	230	HR @ 12.00		2,760	
	Activity Supervisors SPT (CM)	80	HR @ 11.50			
	2 Fall League Refs	70	HR		2,310	
4130	Overtime Pay	9,383	0	5,000	1,000	100.0
	Overtime				1,000	
4170	Longevity Pay	1,600	1,600	1,600	1,600	0.0
	Payment for years of service				1,600	
4211	Health Insurance	4,115	7,685	9,822	9,822	27.8
	Premiums to NHMA Health Ins. Trust				9,822	
4212	Dental Insurance	958	649	683	683	5.2
	Premiums to Dental Ins.				683	
4213	Life Insurance	215	219	226	224	2.3
	Premiums to NHMA for Life Insur.				224	
4220	FICA	9,570	12,373	9,500	8,705	(29.6)
	Cost of FICA - 6.20% of wages.				8,705	
4225	Medicare	2,238	2,894	2,222	2,036	(29.6)
	Cost of Medicare - 1.45% of wages				2,036	
4230	Retirement	3,563	3,622	4,929	4,882	34.8
	Cost of NH Retirement System payments.				4,882	
4240	Staff Development	65	400	400	400	0.0
	NRPA Recreation Prog. Seminar				400	
4260	Workers Comp Insurance	7,450	7,594	9,045	9,045	19.1
	Workers Comp allocation of self insur.				9,045	
4290	FSA Fees	66	58	0	0	(100.0)
	Admin fees - Flexible Spending Accts					
<b>Total Personal Services</b>		<b>183,147</b>	<b>236,480</b>	<b>191,113</b>	<b>177,266</b>	<b>(25.0)</b>

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**1000 General Fund**

**Comm Serv Recreation**

**45122 CS - Butterfield Gym**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Purchased Services</b>						
4311	Administrative Services	0	5,136	2,140	2,140	(58.3)
	Contract Labor - work study	500 HR @	3.80		1,900	
	FICA	500 HR @	0.48		240	
4336	Medical Services	611	800	800	800	0.0
	New employee physicals/drug testing				800	
4411	Water & Sewer Expense	9,872	7,012	7,012	7,012	0.0
	Water consumption - Gym	1,425 HC @	1.86		2,651	
	Sewer usage - Gym	1,425 HC @	3.06		4,361	
4431	Maint Chrgs - Buildings	4,126	8,000	4,000	4,000	(50.0)
	Office renovations/maint. repairs				4,000	
4433	Maint Chrgs - Equipment	1,044	2,100	1,550	1,550	(26.2)
	Treadmill, exercise machines				800	
	Scoreclock repairs				500	
	Universal weight machine				250	
4435	Maint Chrgs - Office Equipment	973	1,200	1,120	1,120	(6.7)
	Computers	3 EA @	100.00		300	
	Software Maint. Agreements				700	
	Laser Printer	3 EA @	40.00		120	
4443	Rental of Equipment	0	625	567	567	(9.3)
	Sports Transportation				567	
	250 miles x \$1.75/mile = \$312.50					
	15 hours x \$17.00/hr = \$255.00					
4521	Property Insurance	1,905	2,977	3,118	3,118	4.7
	Cost of NHMA Property Insurance				3,118	
4524	Public Liab Insurance	1,171	1,523	1,785	1,785	17.2
	Cost of NHMA Public Liability Insur				1,785	
4531	Telecommunications	6,830	4,396	2,479	4,979	13.3
	Toll Charges				491	
	Fire alarm				75	
	Modem				211	
	Modem Toll				200	
	Fax				192	
	Pagers				110	
	Telephone Lines				3,700	
4580	Travel Expense	163	0	0	0	0.0
	Travel expenses to seminars & conference					
4591	Special Programs	1,767	5,675	2,050	2,050	(63.9)
	Activities Center				900	
	Preschool Program				850	
	Holiday Programs				300	



**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Appropriations**

**1000 General Fund**

**Comm Serv Recreation**

**45122 CS - Butterfield Gym**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
	<b>Total Purchased Services</b>	<b>28,461</b>	<b>39,444</b>	<b>26,621</b>	<b>29,121</b>	<b>(26.2)</b>
<b>Supplies</b>						
4611	Office Supplies	2,240	1,600	1,600	1,600	0.0
	Copier, computer and office supplies cash register				1,600	
4612	Operating Supplies	4,623	8,500	4,500	4,500	(47.1)
	Game equipment Includes basketballs, volley balls, floor hockey equipment, scoreboards, whistles, nets, exercise and game room equipment and awards				4,500	
4615	Clothing & Uniforms	3,746	6,726	5,838	3,138	(53.3)
	Lil' Shots/Midget shirts					
	Staff shirts	48 EA @	15.00		720	
	Staff sweatshirts	32 EA @	24.00		768	
	Tyke basketball shirts	120 EA @	8.50			
	Northeast League shirts	20 EA @	25.00		500	
	Jr. High travel shirts	6 EA @	25.00		150	
	Tournament shirts	30 EA @	15.00		450	
	Footwear (per contract)	2 EA @	125.00		250	
	Boxing	25 EA @	12.00		300	
4619	Supplies for Resale	2,211	4,000	4,000	4,000	0.0
	Items for resale				4,000	
4621	Natural Gas	25,266	30,000	30,000	30,000	0.0
	Natural Gas				30,000	
4622	Electricity	9,312	20,000	20,000	5,000	(75.0)
	Electrical service				5,000	
4631	Food	0	500	500	500	0.0
					500	
4635	Medicinal Supplies	33	850	850	850	0.0
	First aid supplies		900.00		850	
4653	Maint Supplies - Equipment	895	850	850	850	0.0
	Locer and Exercise equipment repairs				850	
4681	Minor Equip, Furniture & Fxtrs	7,147	0	0	0	0.0
	<b>Total Supplies</b>	<b>55,474</b>	<b>73,026</b>	<b>68,138</b>	<b>50,438</b>	<b>(30.9)</b>
<b>Other Expenses</b>						
4810	Membership Dues	60	640	640	640	0.0
	NH Parks & Rec. Assoc.				120	
	NRPA dues				520	
	<b>Total Other Expenses</b>	<b>60</b>	<b>640</b>	<b>640</b>	<b>640</b>	<b>0.0</b>

**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Appropriations**

**1000    General Fund**

**Comm Serv Recreation**

**45122    CS - Butterfield Gym**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
Total 45122	CS - Butterfield Gym	267,142	349,590	286,512	257,465	(26.4)

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# COMMUNITY SERVICES

**Division: Indoor Pool**

**Function 45124**

## ***Mission Statement:***

Provide a safe, sanitary and affordable year round indoor swimming facility for the purpose of educating the public in water safety and provide programs in fitness, Learn-to-Swim, recreation and competitive swimming.

## ***Major Services/Responsibilities:***

- Ensure safety of the patrons
- Plan, organize and instruct swimming programs
- Support special programs for rehabilitation and therapy
- Maintain a clean and sanitary facility
- Coordinate pool rentals scheduling
- Plan, organize and conduct fitness class and special events

## ***Key Fiscal Year Objectives:***

- Continue plans for future renovations to the pool offices and lobby
- Respond to the customer's needs
- Promote and market the programs and facility
- Increase the number of users
- Increase special events
- Increase revenues
- Continue staff development
- Work on Web site based registration process

## ***Performance Measures:***

Description	FY02 Act	FY03 Est	FY04 Est
Increase memberships and attendance	56,050	58,500	59,500
Develop more hydro fitness & therapeutic programs	9 hrs/wk	9 hrs/wk	12 hrs/wk
Add more lifeguard training and WSI classes	2/yr	3/yr	4/yr
Add more swimming classes	1 added	3 added	5 added

**City of Dover**  
**Fiscal Year 2004 Budget**  
**July 1, 2003 - June 30, 2004**

**Appropriations**

**1000 General Fund**

**Comm Serv Recreation**

**45124 CS - Indoor Pool**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Personal Services</b>						
4115	Regular Hourly Employees	53,601	39,756	41,280	40,883	2.8
	Pool Supervisor RFT 40 hr/wk		41,280.00		40,883	
4120	Temporary Employees	133,068	133,126	149,484	145,947	9.6
	Seasonal Part Time:					
	10 Lifeguards SPT	7,900 HR @	9.50		75,050	
	13 Instructors SPT	1,705 HR @	10.50		17,902	
	10 Lifeguards Special Events SPT	200 HR @	9.50		1,900	
	Supervisors/Instructors SPT	2,300 HR @	10.75		24,725	
	Number of instructors vary based upon interest in various classes offered.					
	1 Desk Attendant PPT	1,560 HR @	9.50		14,820	
	6 Instructors Special SPT	750 HR @	14.00		10,500	
	2 Adapted Aquatics SPT	100 HR @	10.50		1,050	
4130	Overtime Pay	9,542	0	3,500	2,000	100.0
	Overtime Pay				2,000	
4211	Health Insurance	9,480	9,512	8,910	8,910	(6.3)
	Premiums to NHMA Health Ins. Trust				8,910	
4212	Dental Insurance	216	633	341	341	(46.1)
	Premiums to Dental Ins.				341	
4213	Life Insurance	111	110	114	113	2.7
	Premiums to NHMA for Life Insur.				113	
4220	FICA	12,383	10,719	12,012	11,675	8.9
	Cost of FICA - 6.20% of wages.				11,675	
4225	Medicare	2,896	2,507	2,809	2,730	8.9
	Cost of Medicare - 1.45% of wages				2,730	
4230	Retirement	1,964	1,775	2,436	2,412	35.9
	Cost of NH Retirement System payments.				2,412	
4240	Staff Development	411	0	0	0	0.0
4260	Workers Comp Insurance	8,522	10,526	15,152	15,152	43.9
	Workers Comp allocation of self insur.				15,152	
<b>Total Personal Services</b>		<b>232,195</b>	<b>208,664</b>	<b>236,038</b>	<b>230,163</b>	<b>10.3</b>
<b>Purchased Services</b>						
4311	Administrative Services	0	3,641	3,641	3,641	0.0
	Work Study				1,641	
	Special Adapted Services				2,000	
4336	Medical Services	2,184	1,800	1,800	1,800	0.0
	New employee physicals & drug testing				1,800	

**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Appropriations**

**1000 General Fund**

**Comm Serv Recreation**

**45124 CS - Indoor Pool**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
4411	Water & Sewer Expense	73	7,920	7,920	7,920	0.0
	Water consumption	1,500	HC @ 2.08		3,120	
	Sewer usage	1,500	HC @ 3.20		4,800	
4431	Maint Chrgs - Buildings	2,373	0	0	0	0.0
4433	Maint Chrgs - Equipment	1,720	400	400	400	0.0
	Pool vacuum repair				400	
4435	Maint Chrgs - Office Equipment	752	980	1,220	1,220	24.5
	Software Maint. Agreements				700	
	Computers	3	EA @ 100.00		300	
	Printers	4	EA @ 40.00		160	
	UPS	3	EA @ 20.00		60	
4521	Property Insurance	2,192	3,425	3,587	3,587	4.7
	Cost of NHMA Property Insurance				3,587	
4524	Public Liab Insurance	1,566	1,837	2,099	2,099	14.3
	Cost of NHMA Public Liability Insur				2,099	
4531	Telecommunications	2,645	1,192	1,000	1,000	(16.1)
	Telephone lines				186	
	Toll Charges				220	
	Chlorinator				169	
	Fire alarm				75	
	Cell Phones - 2				350	
4540	Advertising	0	1,125	300	300	(73.3)
	Newspaper Ads				300	
4550	Printing & Binding	725	0	0	0	0.0
<b>Total Purchased Services</b>		<b>14,231</b>	<b>22,320</b>	<b>21,967</b>	<b>21,967</b>	<b>(1.6)</b>

**Supplies**

4611	Office Supplies	1,276	600	600	600	0.0
	Copier, computer and office supplies				600	
4612	Operating Supplies	9,011	7,200	7,200	7,200	0.0
	Chemicals				7,200	
4615	Clothing & Uniforms	1,354	2,025	2,025	2,025	0.0
	Lifeguard suits				1,800	
	Rubber gloves, eye protection				100	
	Supervisor suits				125	
4619	Supplies for Resale	4,734	5,100	5,100	5,100	0.0
	Supplies purchased for resale				5,100	

**City of Dover**  
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**Appropriations**

**1000 General Fund**

**Comm Serv Recreation**

**45124 CS - Indoor Pool**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
4621	Natural Gas	22,817	30,000	30,000	25,000	(16.7)
	Natural gas charges				25,000	
4622	Electricity	5,559	5,000	7,000	5,000	0.0
	Electrical service				5,000	
4635	Medicinal Supplies	0	750	750	750	0.0
	First Aid Supplies				750	
4640	Publications	0	300	300	300	0.0
	Training manuals & prof. publications				300	
4652	Maint Supplies - Impr o/t Building	530	1,800	1,800	1,200	(33.3)
	Deck Equipment				1,200	
4653	Maint Supplies - Equipment	1,208	3,500	3,500	3,500	0.0
	Chlorinator parts				390	
	Exercise equipment repairs				200	
	Lock repair				250	
	Dehumidifier filters				660	
	Sauna repairs				450	
	Diving board repairs				450	
	Pool vacuum repairs				1,000	
	Shower repairs				100	
<b>Total Supplies</b>		<b>46,488</b>	<b>56,275</b>	<b>58,275</b>	<b>50,675</b>	<b>(10.0)</b>
<b>Other Expenses</b>						
4810	Membership Dues	100	210	210	210	0.0
	NH Parks and Rec.				120	
	NRPA Dues				90	
<b>Total Other Expenses</b>		<b>100</b>	<b>210</b>	<b>210</b>	<b>210</b>	<b>0.0</b>
<b>Total 45124 CS - Indoor Pool</b>		<b>293,014</b>	<b>287,469</b>	<b>316,490</b>	<b>303,015</b>	<b>5.4</b>

# COMMUNITY SERVICES

**Division: Jenny Thompson Competition Pool**

**Function 45125**

## ***Mission Statement:***

Provide a safe, sanitary and affordable outdoor swimming facility for the purpose of offering the public a recreation and competitive outdoor aquatic experience.

## ***Major Services/Responsibilities:***

- Ensure the safety of patrons
- Provide public swimming to all ages
- Maintain a clean and sanitary facility
- Landscape and groom the grounds
- Plan, organize and conduct special events
- Coordinate programs with other divisions
- Coordinate events with business community

## ***Key Fiscal Year Objectives:***

- Respond to the customer's needs
- Continue to provide a safe and sanitary facility
- Promote and market the facility aggressively
- Increase number of users
- Increase special events
- Develop creative programs and fundraising events
- Continue staff development and safety training
- Tie in special events with community publicity opportunities
- Work to improve parking in conjunction with Arena programs

## ***Performance Measures:***

Description	FY02 Act	FY03 Est	FY04 Est
Increase attendance	21,500	23,500	24,500
Coordinate swim meets with other events	1	3	4



**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Appropriations**

**1000 General Fund**

**Comm Serv Recreation**

**45125 CS - Thompson Pool**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Personal Services</b>						
4115	Regular Hourly Employees	41	0	0	0	0.0
4120	Temporary Employees	54,145	43,541	50,698	50,698	16.4
	2 Seasonal Managers SPT	760 HR @	12.75		9,690	
	12 Lifeguards SPT	2,700 HR @	9.50		25,650	
	4 Lifeguards Special Events SPT	250 HR @	9.50		2,375	
	2 Admissions Attendants SPT	820 HR @	8.15		6,683	
	Facility Attendant SPT	480 HR @	10.50		5,040	
	3 Instructors SPT	120 HR @	10.50		1,260	
4130	Overtime Pay	3,251	0	500	500	100.0
	Overtime pay as necessary				500	
4220	FICA	3,561	2,700	3,174	3,174	17.6
	Cost of FICA - 6.20% of wages.				3,174	
4225	Medicare	833	631	742	742	17.6
	Cost of Medicare - 1.45% of wages				742	
4230	Retirement	11	0	0	0	0.0
4260	Workers Comp Insurance	940	326	1,163	1,163	256.7
	Workers Comp allocation of self insur.				1,163	
<b>Total Personal Services</b>		<b>62,782</b>	<b>47,198</b>	<b>56,277</b>	<b>56,277</b>	<b>19.2</b>
<b>Purchased Services</b>						
4311	Administrative Services	40	1,109	0	0	(100.0)
4336	Medical Services	208	250	250	250	0.0
	New Employee Exams				250	
4411	Water & Sewer Expense	2,684	11,149	11,149	11,149	0.0
	Chemical toilet service				800	
	Water consumption	1,960 HC @	2.08		4,077	
	Sewer usage	1,960 HC @	3.20		6,272	
4433	Maint Chrgs - Equipment	367	600	600	600	0.0
	Pool cleaning supplies and parts				600	
4521	Property Insurance	822	1,360	1,527	1,527	12.3
	Cost of NHMA Property Insurance				1,527	
4524	Public Liab Insurance	928	1,027	1,103	1,103	7.4
	Cost of NHMA Public Liability Insur				1,103	
4531	Telecommunications	764	940	860	860	(8.5)

**City of Dover**  
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**Appropriations**

**1000 General Fund**

**Comm Serv Recreation**

**45125 CS - Thompson Pool**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
	Line charges				800	
	Toll charges				60	
	<b>Total Purchased Services</b>	<b>5,813</b>	<b>16,435</b>	<b>15,489</b>	<b>15,489</b>	<b>(5.8)</b>
<b>Supplies</b>						
4611	Office Supplies	193	125	125	125	0.0
	Copier, computer and office supplies				125	
4612	Operating Supplies	14,008	8,275	8,275	8,275	0.0
	Cleaning supplies				500	
	Paper products				750	
	First aid supplies				130	
	Chemicals				5,500	
	Program supplies				1,395	
4615	Clothing & Uniforms	0	850	850	850	0.0
	Lifeguard uniforms & maint. safety				850	
4619	Supplies for Resale	555	1,100	1,100	1,100	0.0
	Items purchased for resale				1,100	
4621	Natural Gas	8,016	5,000	5,000	5,000	0.0
	Pool and Domestic Water Heating		3,000.00		5,000	
4622	Electricity	7,110	8,662	8,662	8,662	0.0
	Electrical service				8,662	
4635	Medicinal Supplies	0	500	500	500	0.0
	First aid supplies		500.00		500	
4652	Maint Supplies - Impr o/t Building	430	2,150	2,150	2,150	0.0
	Filter supplies				2,000	
	Gardening supplies				150	
4653	Maint Supplies - Equipment	1,074	1,325	1,325	1,325	0.0
	Pool cleaning supplies				350	
	Chlorinator parts				150	
	Pool vacuum replacement parts				375	
	Diving stand, board repairs				450	
4681	Minor Equip, Furniture & Fxtrs	678	350	350	350	0.0
	Pool cleaning, landscaping, shop tools				350	
	<b>Total Supplies</b>	<b>32,065</b>	<b>28,337</b>	<b>28,337</b>	<b>28,337</b>	<b>0.0</b>
<b>Total 45125</b>	<b>CS - Thompson Pool</b>	<b>100,660</b>	<b>91,970</b>	<b>100,103</b>	<b>100,103</b>	<b>8.8</b>

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# COMMUNITY SERVICES

**Division: Summer Camp**

**Function 45141**

## ***Mission Statement:***

Provide varied, creative and fun programs for all youths, ages 6 to 12, that encourages the creation of personal relationships and the appreciation of the natural environment.

## ***Major Services/Responsibilities:***

- Provide a fun, safe and exciting eight-week day camp program
- Coordinate daily bus pick-ups and drop-offs
- Ensure the care and well-being of the campers
- Offer a variety of activities from week to week
- Coordinate post-camp childcare programs
- Coordinate swim program with pool staff
- Introduce campers to new recreation experiences and outdoor education
- Conduct C.I.T. leadership/volunteer program

## ***Key Fiscal Year Objectives:***

- Complete renovation of camp facilities and grounds to compliment the building
- Staff orientation and training
- Expand the marketing plan
- Increase enrollment and revenues through promotion of new facilities and programs
- Develop new, creative and challenging programs
- Enhance the outdoor experience through environmental awareness and education
- Develop specialty camp programs
- Construct new picnic pavilion in conjunction with the development of adjacent property

## ***Performance Measures:***

Description	FY02 Act	FY03 Est	FY04 Est
Increase average weekly attendance	48/wk	50/wk	75/wk
Add more out-of-camp activities	1 trip	2 trips	3 trips
Add mini-camp	6	10	18
Expand use of Bellamy Park acreage	2	8	12

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**Appropriations**

**1000 General Fund**

**Comm Serv Recreation**

**45141 CS - Summer Camp**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Personal Services</b>						
4115	Regular Hourly Employees	213	0	0	0	0.0
4120	Temporary Employees	15,631	23,696	25,924	25,924	9.4
	Director SPT	600 HR @	12.18		7,308	
	4 Counselors Sun 'N Fun SPT	1,600 HR @	9.09		14,544	
	2 Counselors Speciality Camp SPT	100 HR @	21.54		2,154	
	Pre-season staff SPT	200 HR @	9.59		1,918	
4130	Overtime Pay	789	0	400	400	100.0
	Overtime pay as necessary				400	
4220	FICA	1,031	1,469	1,632	1,632	11.1
	Cost of FICA - 6.20% of wages.				1,632	
4225	Medicare	241	344	381	381	10.8
	Cost of Medicare - 1.45% of wages				381	
4240	Staff Development	0	250	250	250	0.0
	Conference and Seminar Tuition				250	
4260	Workers Comp Insurance	516	1,168	1,177	1,177	0.8
	Workers Comp allocation of self insur.				1,177	
<b>Total Personal Services</b>		<b>18,422</b>	<b>26,927</b>	<b>29,764</b>	<b>29,764</b>	<b>10.5</b>
<b>Purchased Services</b>						
4336	Medical Services	208	200	200	200	0.0
	New hire exams				200	
4341	Technical Services	4,725	0	0	0	0.0
4411	Water & Sewer Expense	140	0	0	0	0.0
4435	Maint Chrgs - Office Equipment	0	230	230	230	0.0
	Office equipment maint. charges				230	
4443	Rental of Equipment	13,172	9,000	8,000	8,000	(11.1)
	Bus services, 2 buses				8,000	
4521	Property Insurance	0	191	200	200	4.7
	Cost of NHMA property insurance				200	
4524	Public Liab Insurance	183	300	255	255	(15.0)
	Cost of NHMA Public Liability Insur				255	
4531	Telecommunications	743	1,465	1,725	1,505	2.7

**City of Dover**  
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**Appropriations**

**1000 General Fund**

**Comm Serv Recreation**

**45141 CS - Summer Camp**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
	Cable, Install plus 3 months (CM)					
	2 Centrex lines				550	
	2 Alarm lines				720	
	Toll calls				60	
	Cell Phone				150	
	Pager				25	
4540	Advertising	0	500	500	500	0.0
	Advertising for Programs		500.00		500	
<b>Total Purchased Services</b>		<b>19,171</b>	<b>11,886</b>	<b>11,110</b>	<b>10,890</b>	<b>(8.4)</b>
<b>Supplies</b>						
4611	Office Supplies	174	750	750	750	0.0
	Various office supplies		750.00		750	
4612	Operating Supplies	6,424	6,200	6,200	6,200	0.0
	Camp Supplies				1,100	
	Sports games				5,100	
4615	Clothing & Uniforms	551	1,917	1,917	1,917	0.0
	Camper Shirts	155	@ 9.50		1,473	
	Staff shirts	24	EA @ 18.50		444	
4622	Electricity	1,186	2,500	2,500	2,500	0.0
	Electrical service				2,500	
4624	Heating Oil	570	1,000	1,000	1,000	0.0
	Heating Fuel (Oil)		1,000.00		1,000	
4631	Food	403	1,100	1,100	1,100	0.0
	Food and supplies		1,100.00		1,100	
4651	Maint Supplies - Buildings	0	1,500	500	500	(66.7)
	Cleaning Supplies				500	
<b>Total Supplies</b>		<b>9,308</b>	<b>14,967</b>	<b>13,967</b>	<b>13,967</b>	<b>(6.7)</b>
<b>Capital Outlay</b>						
4720	Buildings	2,889	0	0	0	0.0
4730	Improvements o/t Buildings	95	0	0	0	0.0
4741	Machinery & Equipment	3,145	0	0	0	0.0
<b>Total Capital Outlay</b>		<b>6,129</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>
<b>Total 45141</b>	<b>CS - Summer Camp</b>	<b>53,030</b>	<b>53,780</b>	<b>54,841</b>	<b>54,621</b>	<b>1.6</b>

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# COMMUNITY SERVICES

**Division: Arena Fund**

**Function 5500-45149**

## ***Mission Statement:***

To properly maintain and operate the City's Ice Arena facility efficiently, in a self-supporting manner while providing a variety of ice skating opportunities to the entire community. Maximum facility use during both the skating and non-skating seasons will maintain sufficient revenues to cover the operating expenses while still providing affordable activities for all our patrons.

## ***Major Services/Responsibilities:***

- Scheduling of ice rental times for Arena groups and programs
- Provide ice skating lessons programs
- Provide public skating and stick practice
- Administer recreational hockey league
- Operate and maintain refrigeration system and facility
- Departmental cash management
- Departmental budget preparation and control

## ***Key Fiscal Year Objectives:***

- Continue fundraising efforts
- Marketing the facility and advertise non-ice programs
- Improve and expand the Summer Skating Program
- Monitor expenses and revenues and continue to evaluate the energy upgrades and its costs and benefits
- Expand and improve the Learn-To-Skate Programs
- Continue development plans for park improvements
- Develop new promotional vehicles for the revamped and expanded facility
- Focus operations and staff on a high level of customer service and increased amount of customer communications and feedback
- Add new Summer Camps and off-ice programs

## ***Performance Measures:***

Description	FY02 Act	FY03 Est	FY04 Est
Continue growth in public skating	11,000	12,150	14,000
Expand Arena program attendance (skating lessons)	1,200	1,600	1,750
Develop new ice and off-ice programs in new facility	0	5	20



**City of Dover**  
**Fiscal Year 2004 Budget**  
**July 1, 2003 - June 30, 2004**

**Appropriations**

**5500 Arena Fund**

**Comm Serv Recreation**

**45149 CS - Arena**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Personal Services</b>						
4115	Regular Hourly Employees	159,195	208,440	220,558	218,878	5.0
	Arena Manager RFT 40 hr/wk				46,228	
	Secretary II RFT 40 hr/wk, 52 weeks				25,620	
	Program Supervisor				39,129	
	3 Maintenance Specialists RFT 40 hr/wk				107,901	
4120	Temporary Employees	101,179	74,411	103,913	90,073	21.0
	Skate Guards	612 HR @	7.34		4,492	
	Summer Camp Counselors (CM)	1,280 HR @	8.00			
	Summer Camp Director (CM)	360 HR @	10.00			
	4 Maint./Zamboni Operators SPT	4,442 HR @	10.29		45,708	
	3 Desk Attendants SPT	2,887 HR @	7.94		22,923	
	Scoreclock Operator SPT	100 HR @	15.00		1,500	
	Skating Instructor SPT	315 HR @	30.00		9,450	
	Referees	200 HR @	30.00		6,000	
4130	Overtime Pay	10,490	3,400	5,000	5,000	47.1
	OT for callbacks, emergencies, shift cov				5,000	
4160	Severance Pay	2,692	936	936	936	0.0
	Accrued sick and annual leave				936	
4170	Longevity Pay	1,960	1,960	3,600	3,600	83.7
	Payment for years of service				3,600	
4211	Health Insurance	39,471	77,408	79,555	79,555	2.8
	Premiums to NHMA Health Ins. Trust				79,555	
4212	Dental Insurance	2,354	3,799	3,672	3,672	(3.3)
	Premiums to Dental Ins.				3,672	
4213	Life Insurance	372	625	609	604	(3.4)
	Premiums to NHMA for Life Insur.				604	
4220	FICA	16,638	17,210	19,986	19,023	10.5
	Cost of FICA - 6.20% of wages.				19,023	
4225	Medicare	3,892	4,025	4,674	4,449	10.5
	Cost of Medicare - 1.45% of wages				4,449	
4230	Retirement	6,145	9,588	13,576	13,476	40.6
	Cost of NH Retirement System payments.				13,476	
4240	Staff Development	282	750	500	500	(33.3)
	Arena Management Conferences				500	
4250	Unemployment	0	200	200	200	0.0
	Division charge				200	
4260	Workers Comp Insurance	3,910	3,700	4,880	4,880	31.9
	Workers Comp allocation of self insur.				4,880	

**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Appropriations**

**5500 Arena Fund**

**Comm Serv Recreation**

**45149 CS - Arena**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
	<b>Total Personal Services</b>	<b>348,581</b>	<b>406,452</b>	<b>461,659</b>	<b>444,846</b>	<b>9.4</b>
	<b>Purchased Services</b>					
4335	Auditing Services	430	472	473	691	46.4
	Division share of auditing services				691	
4336	Medical Services	894	500	500	500	0.0
	New employee physicals				500	
4411	Water & Sewer Expense	12,407	8,000	8,000	10,000	25.0
	Cost of use of City water & sewer				10,000	
4422	Contract Snow Plowing	180	2,000	2,000	2,000	0.0
	Contracted snow removal				2,000	
4431	Maint Chrgs - Buildings	36,106	38,000	38,000	38,000	0.0
	Systems Services-Energy Contract				4,000	
	Hvac				500	
	Burgler Alarm				500	
	Tech. Service - Gas Chillers				32,500	
	Fire Alarm Services				500	
4433	Maint Chrgs - Equipment	14,894	2,000	3,180	3,180	59.0
	Cooling tower service				1,980	
	Zamboni blade inserts/sharpening				1,200	
4435	Maint Chrgs - Office Equipment	706	1,530	1,620	1,620	5.9
	Software Maintenance Agreement				700	
	Office equipment, time clocks, register				500	
	Computers	3 EA @	100.00		300	
	Inkjet Printers	2 EA @	40.00		80	
	Dot Matrix Printer	2 EA @	20.00		40	
4521	Property Insurance	2,366	3,702	4,639	4,639	25.3
	Cost of NHMA Property Insurance				4,639	
4522	Vehicle & Equip Insurance	346	336	342	342	1.8
	Cost of NHMA Vehicle Insurance				342	
4524	Public Liab Insurance	1,565	4,073	4,373	4,373	7.4
	Cost of NHMA Public Liability Insur				4,373	
4531	Telecommunications	7,004	3,202	3,202	7,000	118.6
	3 Centrex telephone lines				3,729	
	Toll charges				1,677	
	Fire Alarm Lines				850	
	Pager air time charges				144	
	Cell Phone				600	
4534	Postage	302	500	500	500	0.0
	Correspondence & promotion mailings				500	
4540	Advertising	4,675	2,000	2,000	2,000	0.0

**City of Dover**  
**Fiscal Year 2004 Budget**  
**July 1, 2003 - June 30, 2004**

**Appropriations**

**5500 Arena Fund**

**Comm Serv Recreation**

**45149 CS - Arena**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
	Promotional and new employee recruitment				2,000	
4550	Printing & Binding	450	0	0	0	0.0
4580	Travel Expense	979	150	150	150	0.0
	Expenses for travel on City business				150	
<b>Total Purchased Services</b>		<b>83,304</b>	<b>66,465</b>	<b>68,979</b>	<b>74,995</b>	<b>12.8</b>

**Supplies**

4611	Office Supplies	1,773	1,000	1,000	1,000	0.0
	Copier, computer and office supplies				1,000	
4612	Operating Supplies	10,378	6,500	13,500	7,500	15.4
	Various operating supplies, including: Restroom supplies, paper products, cleaning supplies, first aid supplies, rink speciality items, netting Summer Camp Supplies (CM)				7,500	
4615	Clothing & Uniforms	2,349	3,150	2,500	2,500	(20.6)
	Guard jackets, foul weather clothing				1,000	
	Work Uniforms per emp. contracts				1,000	
	Safety shoes for employees				400	
	Sweatshirts				100	
4621	Natural Gas	131,250	110,000	100,000	110,000	0.0
	LP gas cogeneration & heating				110,000	
4622	Electricity	158,979	110,371	100,000	150,000	35.9
	Electrical service				150,000	
4626	Vehicle Fuels	1,531	500	500	500	0.0
	Gas, oil and lube for division vehicles				500	
4635	Medicinal Supplies	123	100	100	100	0.0
	Medical and first aid supplies		250.00		100	
4640	Publications	0	150	150	150	0.0
	Trade journals and subscriptions				150	
4651	Maint Supplies - Buildings	4,840	1,000	1,000	1,000	0.0
	Paint supplies (including parking lot)				300	
	Electrical supplies				200	
	Plumbing supplies				50	
	Lumber and bldg. materials				225	
	Misc. hardware supplies				225	
4652	Maint Supplies - Impr o/t Building	121	500	500	500	0.0
	Road/lot patch, signs and posts				500	
4653	Maint Supplies - Equipment	4,529	3,000	3,000	3,000	0.0

**City of Dover**  
**Fiscal Year 2004 Budget**  
**July 1, 2003 - June 30, 2004**

**Appropriations**

**5500 Arena Fund**

**Comm Serv Recreation**

**45149 CS - Arena**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
	Parts and supplies for equipment Includes refrigeration system, Zamboni ice resurfacers and scoreclock; purchase of Zamboni cutting blades				3,000	
4654	Maint Supplies - Vehicles	1,459	1,500	1,500	1,500	0.0
	Parts/supplies for division vehicle				1,500	
4661	Fleet Maint Charge	5,600	8,320	8,700	8,700	4.6
	Division share of Fleet Maint. Budget				8,700	
4681	Minor Equip, Furniture & Fxtrs	450	500	500	500	0.0
	Hand tools, small electrical/mech. tools				500	
<b>Total Supplies</b>		<b>323,382</b>	<b>246,591</b>	<b>232,950</b>	<b>286,950</b>	<b>16.4</b>

**Capital Outlay**

4725	Building Improvements	1,900	0	0	0	0.0
4741	Machinery & Equipment	790	0	0	0	0.0
4744	Furniture & Fixtures	95	0	0	0	0.0
4745	Computers & Communications Equip	0	1,200	0	0	(100.0)
	1 computer					
4760	Depreciation Expense	104,045	144,000	165,500	165,500	14.9
	Expiration cost of fixed assets				165,500	
<b>Total Capital Outlay</b>		<b>106,830</b>	<b>145,200</b>	<b>165,500</b>	<b>165,500</b>	<b>14.0</b>

**Other Expenses**

4810	Membership Dues	140	125	125	125	0.0
	NEISMA membership				125	
4819	Fees & Charges	375	375	375	375	0.0
	Annual ASCAP Music Lic. Fee Required by federal copyright laws				375	
4820	Dept Overhead Charges	31,900	6,000	6,080	6,080	1.3
	Charges for services: Recreations Program Superintendent CS Director				5,000 1,080	
4840	Contingency	112,741	0	0	0	0.0
	To cover unanticipated expenses					
4895	Cost of Sales	3,565	2,500	11,000	11,000	340.0
	Items purchased for resale				11,000	

**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Appropriations**

**5500    Arena Fund**

**Comm Serv Recreation**

**45149    CS - Arena**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
	<i>Total Other Expenses</i>	148,721	9,000	17,580	17,580	95.3
<b>Debt Service</b>						
4921	Interest - Bonds	229,307	168,070	179,127	179,127	6.6
	Accrued cost of bond interest (current)				179,127	
	Anticipated new debt interest					
	<i>Total Debt Service</i>	229,307	168,070	179,127	179,127	6.6
<b>Total 45149</b>	<b>CS - Arena</b>	1,240,125	1,041,778	1,125,795	1,168,998	12.2

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**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Public Library**

**Appropriations by Function**

Function	Description	Prior Year Actual	Current Year Budget	City Mgr Proposed	Dollar Change	% Chng
<b>1000</b>	<b>General Fund</b>					
45500	Public Library	891,319	939,966	995,899	55,933	6.0
	<b>Total 1000 General Fund</b>	<b>891,319</b>	<b>939,966</b>	<b>995,899</b>	<b>55,933</b>	<b>6.0</b>
<b>3455</b>	<b>Library Fines</b>					
45500	Public Library	16,708	28,000	32,500	4,500	16.1
	<b>Total 3455 Library Fines</b>	<b>16,708</b>	<b>28,000</b>	<b>32,500</b>	<b>4,500</b>	<b>16.1</b>
	<b>Total for Department</b>	<b>908,027</b>	<b>967,966</b>	<b>1,028,399</b>	<b>60,433</b>	<b>6.2</b>

**Appropriations by Budget Category**

Fund	Description	Prior Year Actual	Current Year Budget	City Mgr Proposed	Dollar Change	% Chng
<b>1000</b>	<b>General Fund</b>					
	Personal Services	674,505	736,530	778,023	41,493	5.6
	Purchased Services	46,854	59,996	63,233	3,237	5.4
	Supplies	47,035	62,670	62,248	(422)	(0.7)
	Capital Outlay	122,202	80,000	91,625	11,625	14.5
	Other Expenses	723	770	770	0	0.0
	<b>Total 1000 General Fund</b>	<b>891,319</b>	<b>939,966</b>	<b>995,899</b>	<b>55,933</b>	<b>6.0</b>
<b>3455</b>	<b>Library Fines</b>					
	Supplies	(157)	2,000	3,000	1,000	50.0
	Capital Outlay	16,865	26,000	29,500	3,500	13.5
	<b>Total 3455 Library Fines</b>	<b>16,708</b>	<b>28,000</b>	<b>32,500</b>	<b>4,500</b>	<b>16.1</b>
	<b>Total for Department</b>	<b>908,027</b>	<b>967,966</b>	<b>1,028,399</b>	<b>60,433</b>	<b>6.2</b>

# PUBLIC LIBRARY

**Division: Public Library**

**Function 45500**

## ***Mission Statement:***

The Dover Public Library is committed to supporting lifelong enjoyment of reading and learning, effectively delivering what we call "Solutions and Delights". The focus of our staff, collections, programs and facilities is the provision of a broad range of information services, in multiple formats, which entertain, enlighten, empower, educate and enrich the citizens we serve.

## ***Major Services/Responsibilities:***

- To serve as the place people turn to for the discovery of ideas, the joy of reading and power of information through our provision of a wide range of materials in a variety of formats.
- To foster reading and learning activities for youth and teens, such as story times, homework help, booklists, enrichment experiences and summer reading programs.
- To provide guidance in the use of emerging technologies and online resources; to offer research assistance, and to furnish helpful readers' advisory recommendations.
- To offer patrons an extensive array of remotely-available library services and subscription databases through our website.
- To make available, through the interlibrary loan system, the resources of other libraries in the state and nation.
- To function as a community repository, preserving our connections to the past through a comprehensive collection of historical materials about Dover, the seacoast region and New Hampshire.
- To supply the five DoverNet school libraries at the high school, the middle school and the three elementary schools with ongoing library software application support in our shared system.

## ***Key Fiscal Year Objectives:***

- Replace remaining "dumb" terminals with PCs in order to use newer technology and to conform to City network standards.
- Supplement the rich content of the library's website by increasing the number of historical images and documents available online, integrating searchable digitized content into the library catalog and offering additional services and databases to remote users.
- Purchase furniture to house growing collections of books-on-CD, music CDs and DVDs.
- Further expand and promote reader services and programs for middle readers, ages 10-17.

## ***Performance Measures:***

Description	FY02 Act	FY03 Est	FY04 Est
Total circulation	265,225	268,000	270,000
Hours of public Internet use	11,873	12,000	12,500
Holds filled	8,760	9,000	9,500
Online catalog – remote users	7,156	7,500	8,000
Registered borrowers	24,050	24,500	25,000
Meetings hosted	813	840	850
Interlibrary loans	2,295	2,400	2,500



**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Appropriations**

**1000 General Fund**

**Public Library**

**45500 Public Library**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Personal Services</b>						
4110	Regular Salaried Employees	116,366	125,614	133,183	131,902	5.0
	Library Director RFT 40 hr/wk				71,868	
	Asst. Library Director RFT 40 hr/wk				60,034	
4115	Regular Hourly Employees	418,948	453,443	470,663	463,663	2.3
	3 Librn. II RFT 1 @ 35 hr; 2 @ 40 hr/wk				135,029	
	2 Librarian I RFT 35 hrs/wk				67,595	
	13 Library Asst. I RPT - 266 hr/wk total				180,558	
	Office Manager RFT 35 hrs/wk				30,709	
	4 Library Pages RPT 15 hrs/wk				25,396	
	Custodian RFT 40 hrs/wk				24,376	
4130	Overtime Pay	8,738	10,000	10,000	0	(100.0)
	Sunday hours per DMEA contract (CM)					
4160	Severance Pay	1,225	0	0	0	0.0
4170	Longevity Pay	7,276	6,880	13,136	13,136	90.9
	Payment for years of service				13,136	
4211	Health Insurance	56,063	69,717	100,546	89,947	29.0
	Premiums to NHMA Health Ins. Trust				89,947	
4212	Dental Insurance	4,307	4,463	5,379	4,713	5.6
	Premiums to Dental Ins.				4,713	
4213	Life Insurance	1,182	1,032	1,138	1,075	4.2
	Premiums to NHMA for Life Insur.				1,075	
4214	Disability Insurance	710	504	544	539	6.9
	Premiums for Disability Insur.				539	
4220	FICA	34,255	36,460	37,855	36,799	0.9
	Cost of FICA - 6.20% of wages.				36,799	
4225	Medicare	8,078	8,527	8,945	8,697	2.0
	Cost of Medicare - 1.45% of wages				8,697	
4230	Retirement	14,934	17,346	26,132	24,202	39.5
	Cost of NH Retirement System payments.				24,202	
4240	Staff Development	1,360	1,500	1,800	1,800	20.0
	PLA Conference				200	
	Codi Conference				200	
	State-wide Library Conference				400	
	Tuition for 2 Courses	2 EA @	500.00		1,000	
4260	Workers Comp Insurance	899	871	1,377	1,377	58.1
	Workers Comp allocation of self insur.				1,377	

**City of Dover**  
**Fiscal Year 2004 Budget**  
**July 1, 2003 - June 30, 2004**

**Appropriations**

**1000 General Fund**

**Public Library**

**45500 Public Library**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
4290	FSA Fees	165	173	173	173	0.0
	Admin fees - Flexible Spending Accts				173	
<b>Total Personal Services</b>		<b>674,505</b>	<b>736,530</b>	<b>810,871</b>	<b>778,023</b>	<b>5.6</b>
<b>Purchased Services</b>						
4336	Medical Services	196	400	400	400	0.0
	New Employee Physical Exams				400	
4411	Water & Sewer Expense	1,254	1,410	1,410	1,410	0.0
	Water consumption & sewer usage				1,220	
	Sprinkler Connect Fee				140	
	Backflow Preventer Inspection				50	
4423	Cleaning Services	0	1,500	1,000	1,000	(33.3)
	Carpet & window cleaning, drapes				1,000	
4431	Maint Chrgs - Buildings	2,789	1,000	2,900	2,900	190.0
	Furnace and energy monitoring systems				1,210	
	Security alarm, elect. & wiring repairs				890	
	Plumbing repairs				300	
	Lawn spraying and fertilizing				500	
4433	Maint Chrgs - Equipment	1,373	2,000	2,110	2,110	5.5
	Elevator maintenance	12 MO @	123.00		1,476	
	State elevator inspections	2 EA @	75.00		150	
	Fire extinguishers inspection				55	
	Alarm maintenance				429	
4435	Maint Chrgs - Office Equipment	22,215	29,690	30,312	30,312	2.1
	1/2 Share DoverNet software maint.				18,078	
	1/2 Share DoverNet hardware maint.				5,569	
	Personal Computer Maintenance	29 EA @	100.00		2,900	
	Laser Printer Maintenance	9 EA @	40.00		360	
	UPS Maintenance	1 EA @	20.00		20	
	Scanner Maintenance	3 EA @	15.00		45	
	Typewriter maintenance	2 EA @	45.00		90	
	Microfilm reader/printer maint. contract				651	
	Laminator maintenance contract				299	
	Equipment not under contract				2,300	
	Barcode wands, thermal printers, terminals and system printers					
4521	Property Insurance	2,948	4,573	4,736	4,736	3.6
	Cost of NHMA Property Insurance				4,736	
4524	Public Liab Insurance	3,267	4,376	4,229	4,229	(3.4)
	Cost of NHMA Public Liability Insur				4,229	
4531	Telecommunications	6,730	8,622	8,454	7,806	(9.5)

**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Appropriations**

**1000 General Fund**

**Public Library**

**45500 Public Library**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
	Voice lines \$22.50/mo.	11 YR @	270.00		2,970	
	Phone lease \$14.00/mo.	11 YR @	168.00		1,848	
	Voice Mail/Auto Attendant \$42/mo.				504	
	1 data/modem/dial-in lines \$22.50/mo	1 YR @	270.00		270	
	Energy Management line \$22.50/mo	1 YR @	270.00		270	
	Fax telephone line \$22.50/mo.	1 YR @	270.00		270	
	Public Line \$22.50/mo	1 YR @	270.00		270	
	Fire alarm to dispatch \$32/mo.	1 YR @	384.00		384	
	Long distance charges				200	
	Dispatch center alarm hookups				220	
	Cataloging & database maintenance				600	
	Connect charges to OCLC, First Search and NH State Library					
4534	Postage	1,381	1,575	1,480	1,480	(6.0)
	Overdue notices	2,500 EA @	0.37		925	
	Regular mail & packages				237	
	Using 4th class book rate					
	Certified letters (overdue notices)	72 EA @	4.42		318	
4540	Advertising	687	600	600	600	0.0
	Job ads to fill possible vacancies				600	
4550	Printing & Binding	2,992	2,650	3,650	3,650	37.7
	Microfiling Foster's	12 MO @	65.00		780	
	Microfiling Dover Comm. News	12 MO @	16.66		200	
	Rebinding books				424	
	Printing flyers, booklists & brochures				350	
	Monthly newsletter (750 per month)	12 MO @	158.00		1,896	
4580	Travel Expense	1,023	1,000	2,000	2,000	100.0
	Travel for in-state conferences				400	
	Travel to PLA National Conference				800	
	Travel to CODI National Conference				800	
4591	Special Programs	0	600	600	600	0.0
	Enter. fees children's summer program				300	
	Speakers fees for adult daytime programs				300	
<b>Total Purchased Services</b>		<b>46,854</b>	<b>59,996</b>	<b>63,881</b>	<b>63,233</b>	<b>5.4</b>

**Supplies**

4611	Office Supplies	8,028	8,860	9,038	9,038	2.0
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**City of Dover**  
**Fiscal Year 2004 Budget**  
**July 1, 2003 - June 30, 2004**

**Appropriations**

**1000 General Fund**

**Public Library**

**45500 Public Library**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
	Lamination film	4 RL @	50.00		200	
	Children's Room craft supplies				580	
	Foam core, construction paper, poster board, paint, markers, art paper, pipe cleaners, stickers and glue sticks					
	Projector bulbs				108	
	Slide projector, overhead projector, microfilm reader and film projector					
	Plastic hanging bags				190	
	Children's Room audiotapes					
	Kapco hardcovers for paperbacks				135	
	Overdue perforated forms				154	
	Overdue mailers (clear window env.)				189	
	Thermal paper for receipt printers	12 CS @	52.00		625	
	Rubber stamps				50	
	Bottled water	12 MO @	60.00		720	
	Printer paper	24 CS @	25.00		600	
	Laser cartridges	12 EA @	40.00		480	
	Book covers (singles)	3,300 EA @	0.30		990	
	Book covers (rolls)	10 RL @	40.00		400	
	Audiotape cases	4 EA @	41.00		164	
	Cases for books on CD	2 EA @	67.00		134	
	Jewel cases for music CDs				164	
	Glue, paste, tape and adhesives				256	
	Book repair materials				300	
	Cloth tape, binding and hinges					
	Typewriter ribbons & correction tapes	16 EA @	6.00		96	
	System printer ribbon cartridges	4 EA @	60.00		240	
	4mm data cartridges - system backups	4 BX @	69.00		276	
	Plastic printed bookbags				330	
	Video squeezeboxes	4 CS @	70.00		280	
	DVD cases	4 CS @	32.00		128	
	Posters, bookmarks & display materials				240	
	Spine and adhesive labels	12 CS @	12.00		144	
	Preservation/archival storage materials				250	
	Historical Room					
	Padded book mailers	120 EA @	1.00		120	
	Stationery, envelopes & business cards				120	
	Plain business-size envelopes				75	
	3.5" computer diskettes	50 EA @	1.00		50	
	Misc. office supplies				250	
	Pens, pencils, post-it notes, markers, staples, tacks, etc.					
4612	Operating Supplies	1,293	2,275	2,275	2,275	0.0
	Library Cards	10,000 EA @	0.18		1,800	
	Barcodes (20,000)				431	
	Periodical and memorial cards				44	
4615	Clothing & Uniforms	80	185	185	185	0.0
	Uniforms for custodian				185	
4621	Natural Gas	8,018	10,688	10,688	10,688	0.0
	Gas consumption for heating				10,688	
4622	Electricity	13,507	13,049	13,912	13,912	6.6
	Electrical usage				13,912	
4640	Publications	12,236	16,953	15,177	15,177	(10.5)

**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Appropriations**

**1000 General Fund**

**Public Library**

**45500 Public Library**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
	Periodicals (235)				10,343	
	Serials (10)				1,599	
	Online database subscriptions (3)				1,936	
	Newspaper subscriptions (14)				1,299	
4651	Maint Supplies - Buildings	3,596	4,360	4,360	4,360	0.0
	Paint				290	
	Lightbulbs				850	
	Lint-free white rags				450	
	Toilet blocks, paper towels and TP				1,875	
	Hardware items				450	
	Misc. custodial supplies and cleaners				445	
4681	Minor Equip, Furniture & Fxtrs	278	6,300	6,613	6,613	5.0
	Case for music CDs				750	
	Bookcase for books-on-CDs				688	
	Combo CD/DVD Case Children's Room				1,100	
	Thermal printers	5 EA @	500.00		2,500	
	Barcode wands	5 EA @	315.00		1,575	
<b>Total Supplies</b>		<b>47,035</b>	<b>62,670</b>	<b>62,248</b>	<b>62,248</b>	<b>(0.7)</b>

**Capital Outlay**

4745	Computers & Communications Equip	26,448	0	11,625	11,625	100.0
	Computer Replacement	10 EA @	1,019.00		10,190	
	Computer Replacement	1 EA @	1,435.00		1,435	
4748	Books and Collections	95,755	80,000	98,144	80,000	0.0
	Adult Materials:					
	Books on tape				3,300	
	Books on CD				2,200	
	Music CDs				3,720	
	DVDs				2,540	
	Fiction				15,400	
	Historical Room				240	
	Large Print				1,200	
	Non-fiction				28,000	
	Paperbacks				2,000	
	Reference				4,000	
	Replacements				2,200	
	Standing Orders				7,700	
	Videos				2,000	
	Young Adult				3,000	
	Children's Materials:					
	Books on tape				1,950	
	Books on CD				819	
	Music CDs				234	
	Educational CD-ROMs				117	
	DVDs				730	
	Hardcover books				6,466	
	Picture books				3,137	
	Paperbacks				1,025	
	Reference				1,137	
	Replacements				2,833	
	Videos				2,196	
	CM reduction				(18,144)	

**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Appropriations**

**1000 General Fund**

**Public Library**

**45500 Public Library**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
	<b>Total Capital Outlay</b>	122,202	80,000	109,769	91,625	14.5
<b>Other Expenses</b>						
4810	Membership Dues	723	770	770	770	0.0
	American Library Association				100	
	Public Library Assoc.				60	
	New England Library Assoc.				55	
	NH Library Assoc.				360	
	NH Library Trustees Assoc.				50	
	CODI (Customers of Dynix, Inc.)				100	
	Urban Public Library Consortium				25	
	NH Children's Librarians (CHILIS)				20	
	<b>Total Other Expenses</b>	723	770	770	770	0.0
<b>Total 45500</b>	<b>Public Library</b>	891,319	939,966	1,047,539	995,899	6.0

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# PUBLIC LIBRARY

**Division: Library Fines Fund**

**Function 3455-45500**

## ***Mission Statement:***

To encourage the timely return of borrowed library materials, a fine is charged for items returned late and to pay the replacement cost of any borrowed items that are lost or damaged beyond repair. The funds collected from delinquent library borrowers are placed in a non-lapsing account, in accordance with state law, for the purchase of books and other library materials that are used by and benefit all library patrons.

## ***Major Services/Responsibilities:***

Collection and timely deposit of fines  
Aggressive pursuit of long-term delinquent borrowers  
Purchase of appropriate replacement materials

## ***Key Fiscal Year Objectives:***

To supplement General Fund appropriation (Accounts 4640 and 4748)  
To continue cooperative effort with Dover Police Department in retrieving long overdue materials and in resolving violations under state law.

## ***Performance Measures:***

Description	FY02 Act	FY03 Est	FY04 Est
Daily fines @ \$.10 per day per item	\$31,551	\$32,000	\$32,500



**City of Dover**  
**Fiscal Year 2004 Budget**  
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**Appropriations**

**3455 Library Fines**

**Public Library**

**45500 Public Library**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Supplies</b>						
4640	Publications	(157)	2,000	3,000	3,000	50.0
	Periodicals				2,400	
	Serials				600	
<b>Total Supplies</b>		<b>(157)</b>	<b>2,000</b>	<b>3,000</b>	<b>3,000</b>	<b>50.0</b>
<b>Capital Outlay</b>						
4748	Books and Collections	16,865	26,000	29,500	29,500	13.5
	Adult Books				9,500	
	Children's Books				7,000	
	Books on tape				3,000	
	Books on CD				2,000	
	Music CDs				2,500	
	DVDs				2,500	
	Videos				3,000	
<b>Total Capital Outlay</b>		<b>16,865</b>	<b>26,000</b>	<b>29,500</b>	<b>29,500</b>	<b>13.5</b>
<b>Total 45500 Public Library</b>		<b>16,708</b>	<b>28,000</b>	<b>32,500</b>	<b>32,500</b>	<b>16.1</b>

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**City of Dover**  
**Fiscal Year 2004 Budget**  
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**Human Services**

**Appropriations by Function**

Function	Description	Prior Year Actual	Current Year Budget	City Mgr Proposed	Dollar Change	% Chng
<b>1000</b>	<b>General Fund</b>					
44410	Human Serv - Admin	208,329	224,561	222,695	(1,866)	(0.8)
44430	Human Serv - Gen Asst	243,960	223,200	305,200	82,000	36.7
44490	Human Serv - Youth Res	98,664	143,784	148,293	4,509	3.1
	<b>Total 1000 General Fund</b>	<b>550,953</b>	<b>591,545</b>	<b>676,188</b>	<b>84,643</b>	<b>14.3</b>
	<b>Total for Department</b>	<b>550,953</b>	<b>591,545</b>	<b>676,188</b>	<b>84,643</b>	<b>14.3</b>

**Appropriations by Budget Category**

Fund	Description	Prior Year Actual	Current Year Budget	City Mgr Proposed	Dollar Change	% Chng
<b>1000</b>	<b>General Fund</b>					
	Personal Services	267,112	326,268	333,270	7,002	2.1
	Purchased Services	213,805	197,277	270,333	73,056	37.0
	Supplies	48,682	47,800	56,465	8,665	18.1
	Other Expenses	21,354	20,200	16,120	(4,080)	(20.2)
	<b>Total 1000 General Fund</b>	<b>550,953</b>	<b>591,545</b>	<b>676,188</b>	<b>84,643</b>	<b>14.3</b>
	<b>Total for Department</b>	<b>550,953</b>	<b>591,545</b>	<b>676,188</b>	<b>84,643</b>	<b>14.3</b>

# HUMAN SERVICES

**Division: Administration & General Assistance**      **Functions: 44410 & 44430**

## ***Mission Statement:***

To provide general assistance to meet the genuine needs of all eligible residents in compliance with NH State Law (NH RSA 165) and the City guidelines in a respectful and fiscally responsible way, which fosters dignity and self-sufficiency.

## ***Major Services/Responsibilities:***

Provide General Assistance program  
 Maintain accurate case plans/records  
 Investigate/verify all applications for assistance  
 Coordinate Workfare program  
 Comply with Federal, State and local laws  
 Work with State and local agencies to improve the human service delivery system  
 Administer human service grants/subsidies to area agencies  
 Provide information and referrals  
 Pursue reimbursement for assistance whenever reasonable as defined by statute

## ***Key Fiscal Year Objectives:***

Track impact of Welfare Reform  
 Complete update of statewide model guidelines to facilitate revision of City guidelines  
 Improve communication with NH Department of Human Services  
 Actively participate in efforts to address "affordable housing" issues and homelessness  
 Continue support for "overflow shelter"  
 Review needs for adjustment and updates for MAPS (statewide welfare software)  
 Continue to address programming/services available to offset escalating pharmaceutical costs  
 Provide space/administrative support to Community Action for Fuel Assistance  
 Provide intake support for the Toys for Tots program at Christmas  
 Maintain appointment on the Legislative Commission reviewing the delivery of local welfare

## ***Performance Measures:***

Description	FY02 Act	FY03 Est	FY04 Est
General Assistance requests	456	600	600
General Assistance cases approved	386	450	450
Annual cost per case (average)	\$660	\$650	\$650
Total number of contacts	2,400	3,000	3,000
McKinney Grant cases	38	46	40
CDBG Security Deposit Program	47	40	40

**City of Dover**  
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**July 1, 2003 - June 30, 2004**

**Appropriations**

**1000 General Fund**

**Human Services**

**44410 Human Serv - Admin**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Personal Services</b>						
4110	Regular Salaried Employees	62,666	68,306	73,740	73,031	6.9
	Human Services Director RFT 40 Hr/Wk				73,031	
4115	Regular Hourly Employees	64,049	68,809	73,101	63,759	(7.3)
	Social Worker	1			34,305	
	Secretary/Intake Worker RFT 37 hr/wk				29,454	
4170	Longevity Pay	1,580	1,580	1,600	1,600	1.3
	Payment for years of service	2 EA @	800.00		1,600	
4211	Health Insurance	27,365	30,816	39,383	31,619	2.6
	Premiums to NHMA Health Ins. Trust				31,619	
4212	Dental Insurance	1,899	1,899	1,998	1,598	(15.9)
	Premiums to Dental Ins.				1,598	
4213	Life Insurance	522	378	406	378	0.0
	Premiums to NHMA for Life Insur.				378	
4214	Disability Insurance	791	512	553	548	7.0
	Premiums for Disability Insur.				548	
4220	FICA	7,836	8,349	8,922	8,431	1.0
	Cost of FICA - 6.20% of wages.				8,431	
4225	Medicare	1,833	1,953	2,087	1,972	1.0
	Cost of Medicare - 1.45% of wages				1,972	
4230	Retirement	5,304	6,193	8,758	8,165	31.8
	Cost of NH Retirement System payments.				8,165	
4240	Staff Development	172	750	720	720	(4.0)
	Training Seminars	2 EA @	150.00		300	
	NHMA Annual Conference	2 EA @	30.00		60	
	NHLWAA Spring Conference	2 EA @	30.00		60	
	APHSA Annual Conference	1 EA @	300.00		300	
4260	Workers Comp Insurance	121	95	139	139	46.3
	Workers Comp allocation of self insur.				139	
<b>Total Personal Services</b>		<b>174,136</b>	<b>189,640</b>	<b>211,407</b>	<b>191,960</b>	<b>1.2</b>

**Purchased Services**

4339	Consulting Services	2,424	3,200	3,952	3,952	23.5
	Job assessment and placement	80 HR @	38.00		3,040	
	JOBS Board	24 HR @	38.00		912	
4435	Maint Chrgs - Office Equipment	788	2,455	2,525	2,525	2.9

**City of Dover**  
**Fiscal Year 2004 Budget**  
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**Appropriations**

**1000 General Fund**

**Human Services**

**44410 Human Serv - Admin**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
	Welfare Software (MAPS) Upgrades and Technical Assistance				2,000	
	4 Personal Computers	4	@ 100.00		400	
	Laser Printer	1	@ 40.00		40	
	2 Impact Printers	2	@ 20.00		40	
	Typewriter	1	@ 45.00		45	
4443	Rental of Equipment	995	1,080	882	882	(18.3)
	Photocopier and supplies	12 MO @	73.50		882	
4524	Public Liab Insurance	643	836	915	915	9.4
	Cost of NHMA Public Liability Insur				915	
4531	Telecommunications	3,472	2,900	2,076	2,076	(28.4)
	Phone line charges - 8 phones	12 MO @	153.00		1,836	
	Toll charges	12 MO @	20.00		240	
4534	Postage	184	150	190	190	26.7
	General correspondence				190	
4580	Travel Expense	292	1,000	1,000	1,000	0.0
	Meetings and Conferences				1,000	
<b>Total Purchased Services</b>		<b>8,798</b>	<b>11,621</b>	<b>11,540</b>	<b>11,540</b>	<b>(0.7)</b>
<b>Supplies</b>						
4611	Office Supplies	1,910	2,000	2,000	2,000	0.0
	Paper, ribbons, general supplies				2,000	
4640	Publications	40	100	75	75	(25.0)
	Governing Magazine Subscription	1	@ 20.00		20	
	NH Welfare Statutues	1	@ 55.00		55	
4681	Minor Equip, Furniture & Fxtrs	2,125	1,000	1,000	1,000	0.0
	Furnishings desks, chairs, etc.				1,000	
<b>Total Supplies</b>		<b>4,075</b>	<b>3,100</b>	<b>3,075</b>	<b>3,075</b>	<b>(0.8)</b>
<b>Other Expenses</b>						
4810	Membership Dues	120	100	120	120	20.0
	NH Login				10	
	NH Local Welfare Administrators				50	
	American Public Human Serv. Assoc.				60	
4835	Grants/Subsidy	21,200	20,100	24,200	16,000	(20.4)
	Strafford County CAP				11,000	
	Dover Area Sr. Citizens Council (CM)					
	Sexual Assault Support Services				5,000	
<b>Total Other Expenses</b>		<b>21,320</b>	<b>20,200</b>	<b>24,320</b>	<b>16,120</b>	<b>(20.2)</b>
<b>Total 44410 Human Serv - Admin</b>		<b>208,329</b>	<b>224,561</b>	<b>250,342</b>	<b>222,695</b>	<b>(0.8)</b>

**City of Dover**  
**Fiscal Year 2004 Budget**  
**July 1, 2003 - June 30, 2004**

**Appropriations**

**1000 General Fund**

**Human Services**

**44430 Human Serv - Gen Asst**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b><i>Purchased Services</i></b>						
4336	Medical Services	1,303	1,000	4,000	4,000	300.0
	COBRA ins. payments/disabled workers				4,000	
4337	Dental Services	604	500	500	500	0.0
	Medically documented extractions				500	
4341	Technical Services	500	1,500	1,500	1,500	0.0
	Burial payments per RSA 163:3, 16, 27-a				1,500	
4441	Rental of Land & Buildings	192,055	170,000	240,000	240,000	41.2
	Prevent evictions & Maintain housing To prevent evictions and maintain housing				240,000	
4531	Telecommunications	0	100	100	100	0.0
	Telephone Basic Rates Service for Disabled Persons and Domestic Violence Victims				100	
4580	Travel Expense	1,444	1,000	1,000	1,000	0.0
	Transportation per RSA 165:1-c and COAST bus tickets				1,000	
4592	Emergency Shelter	6,663	8,000	8,000	8,000	0.0
	Emergency shelter/hotel/motel costs and local motels				8,000	
<b>Total Purchased Services</b>		<b>202,569</b>	<b>182,100</b>	<b>255,100</b>	<b>255,100</b>	<b>40.1</b>
<b><i>Supplies</i></b>						
4612	Operating Supplies	796	1,000	1,000	1,000	0.0
	Purchase of maintenance item Soap, toothpaste, diapers, etc.				1,000	
4615	Clothing & Uniforms	0	100	100	100	0.0
	Clothing and Uniforms for work				100	
4621	Natural Gas	1,093	1,000	1,000	1,000	0.0
	Reconnect/prevent disconnection				1,000	
4622	Electricity	4,987	7,000	8,000	8,000	14.3
	Reconnect/prevent disconnection				8,000	
4624	Heating Oil	313	2,000	3,000	3,000	50.0
	Provide heat/prevent termination service				3,000	
4631	Food	13,353	10,000	12,000	12,000	20.0
	Food				12,000	
4635	Medicinal Supplies	20,849	20,000	25,000	25,000	25.0
	Purchase of prescriptions				25,000	

**City of Dover**  
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 July 1, 2003 - June 30, 2004

**Appropriations**

**1000 General Fund**

**Human Services**

**44430 Human Serv - Gen Asst**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
	<i>Total Supplies</i>	41,391	41,100	50,100	50,100	21.9
<b>Total 44430</b>	<b>Human Serv - Gen Asst</b>	<b>243,960</b>	<b>223,200</b>	<b>305,200</b>	<b>305,200</b>	<b>36.7</b>



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# HUMAN SERVICES

**Division: Youth Resources**

**Function: 44490**

## ***Mission Statement:***

Help youth and families resolve problems involving drug and alcohol abuse, juvenile offenses and other issues associated with growing up in a changing society through remedial and supporting counseling services.

## ***Major Services/Responsibilities:***

Provide drug and alcohol counseling for concerned families and youth  
 Maintain court diversion program  
 Participate with local and state agencies to improve and design effective youth programs  
 Offer challenging, appropriate and productive "alternative activities"  
 Work closely with other City departments involved in youth activity  
 Provide outreach services  
 Continue adolescent "after school" drop-in program  
 Provide court-ordered adolescent community service program

## ***Key Fiscal Year Objectives:***

Design and assess the on-going after school adolescent program in the "Locker Room"  
 Pursue donations of services and items for the drop-in center  
 Continue to offer court-ordered counseling and substance abuse evaluations  
 Maintain on-site probation appointments  
 Review and expand "Life Skills" presentations  
 Continue weekly boys and girls evening groups  
 Provide creative experience through College Internship program for both students and adolescents  
 Seek to expand available sites and develop new programming within the Adolescent Community Service Program

## ***Performance Measures:***

Description	FY02 Act	FY03 Est	FY04 Est
Teen Center contacts	4,956	4,500	5,000
Adolescent Community Service participants	120	120	120
Diversion Cases	10	10	10
College Intern hours	1,300	1,300	1,300

**City of Dover**  
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**Appropriations**

**1000 General Fund**

**Human Services**

**44490 Human Serv - Youth Res**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Personal Services</b>						
4115	Regular Hourly Employees	71,963	100,597	105,175	104,152	3.5
	2 Alcohol & Drug Cnslrs. RFT 35 Hrs/wk				78,341	
	Adolescent Community Super. RFT 30 Hr/wk				25,811	
4170	Longevity Pay	1,248	1,560	2,800	2,800	79.5
	Payment for years of service				2,800	
4211	Health Insurance	9,392	20,841	18,871	18,871	(9.5)
	Premiums to NHMA Health Ins. Trust				18,871	
4212	Dental Insurance	649	1,282	949	949	(26.0)
	Premiums to Dental Ins.				949	
4213	Life Insurance	210	278	290	287	3.2
	Premiums to NHMA for Life Insur.				287	
4220	FICA	4,534	6,145	6,614	6,550	6.6
	Cost of FICA - 6.20% of wages.				6,550	
4225	Medicare	1,060	1,437	1,547	1,532	6.6
	Cost of Medicare - 1.45% of wages				1,532	
4230	Retirement	3,027	3,458	4,809	4,764	37.8
	Cost of NH Retirement System payments.				4,764	
4240	Staff Development	0	300	300	300	0.0
	Conferences, workshops & training				300	
4260	Workers Comp Insurance	893	730	1,105	1,105	51.4
	Workers Comp allocation of self insur.				1,105	
<b>Total Personal Services</b>		<b>92,976</b>	<b>136,628</b>	<b>142,460</b>	<b>141,310</b>	<b>3.4</b>
<b>Purchased Services</b>						
4435	Maint Chrgs - Office Equipment	0	310	310	380	22.6
	Maint Chrgs - Office Equipment					
	Personal Computers	3 EA @	100.00		300	
	Laser Printer	1 EA @	40.00		40	
	Ink Jet Printer	1 EA @	40.00		40	
4524	Public Liab Insurance	387	630	679	679	7.8
	Cost of NHMA Public Liability Insur				679	
4531	Telecommunications	1,718	1,566	1,584	1,584	1.1
	Line charges 3 phones	12 MO @	117.00		1,404	
	Toll charges	12 MO @	15.00		180	
4534	Postage	5	50	50	50	0.0
	General correspondence				50	

**City of Dover**  
**Fiscal Year 2004 Budget**  
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**Appropriations**

**1000 General Fund**

**Human Services**

**44490 Human Serv - Youth Res**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
4580	Travel Expense	328	1,000	1,000	1,000	0.0
	Reimb. for private vehicle use				1,000	
	<b>Total Purchased Services</b>	<b>2,438</b>	<b>3,556</b>	<b>3,623</b>	<b>3,693</b>	<b>3.9</b>
<b>Supplies</b>						
4611	Office Supplies	958	1,000	1,000	1,000	0.0
	Office and Program Supplies				1,000	
4631	Food	578	500	500	500	0.0
	Food				500	
4640	Publications	25	100	100	100	0.0
	Books & Publications				100	
4651	Maint Supplies - Buildings	0	0	640	640	100.0
	Maintenance Supoplies: Paint	10 EA @	25.00		250	
	Upkeep of walls and floors in Teen Center					
	Ceiling Tiles	10 BX @	39.00		390	
4681	Minor Equip, Furniture & Fxtrs	1,656	2,000	1,050	1,050	(47.5)
	Minor Equipment					
	Game Table replace/maintnenance equip	2 EA @	150.00		300	
	Refrigerator replacement	1 EA @	390.00		390	
	Rugs for TV/Game Area	2 EA @	180.00		360	
	<b>Total Supplies</b>	<b>3,216</b>	<b>3,600</b>	<b>3,290</b>	<b>3,290</b>	<b>(8.6)</b>
<b>Other Expenses</b>						
4810	Membership Dues	34	0	0	0	0.0
	<b>Total Other Expenses</b>	<b>34</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>
<b>Total 44490</b>	<b>Human Serv - Youth Res</b>	<b>98,664</b>	<b>143,784</b>	<b>149,373</b>	<b>148,293</b>	<b>3.1</b>

**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Misc Gen Gov't**

**Appropriations by Function**

Function	Description	Prior Year Actual	Current Year Budget	City Mgr Proposed	Dollar Change	% Chng
<b>1000</b>	<b>General Fund</b>					
41991	Misc Gen Gov't	644,335	701,586	704,028	2,442	0.3
	<b>Total 1000 General Fund</b>	<b>644,335</b>	<b>701,586</b>	<b>704,028</b>	<b>2,442</b>	<b>0.3</b>
	<b>Total for Department</b>	<b>644,335</b>	<b>701,586</b>	<b>704,028</b>	<b>2,442</b>	<b>0.3</b>

**Appropriations by Budget Category**

Fund	Description	Prior Year Actual	Current Year Budget	City Mgr Proposed	Dollar Change	% Chng
<b>1000</b>	<b>General Fund</b>					
	Personal Services	196,608	142,362	146,260	3,898	2.7
	Purchased Services	234,106	292,108	307,768	15,660	5.4
	Other Expenses	213,621	267,116	250,000	(17,116)	(6.4)
	<b>Total 1000 General Fund</b>	<b>644,335</b>	<b>701,586</b>	<b>704,028</b>	<b>2,442</b>	<b>0.3</b>
	<b>Total for Department</b>	<b>644,335</b>	<b>701,586</b>	<b>704,028</b>	<b>2,442</b>	<b>0.3</b>

# OTHER CHARGES

**Division: Misc. General Government**

**Function 41991**

## ***Mission Statement:***

To manage funds not directly attributable to a department including the budget for unforeseen emergencies, severance pay for employees and changes to tax assessments resulting from the abatement process.

## ***Major Services/Responsibilities:***

- Absorb the amount of severance pay above the amount of normal leave budgeted for within the departmental budgets of the General Fund
- Maintain a Contingency account to meet unforeseen emergencies during the fiscal year
- Maintain an Abatement account to absorb abatement of taxes
- Maintain a Misc. Insurance account to handle the deductible related to the NHMA Property Trust policy of \$1,000
- Account for the issuance costs of long and short term borrowings
- Account for the cost of unemployment benefits paid on a dollar for dollar basis

## ***Key Fiscal Year Objectives:***

## ***Performance Measures:***

Description	FY02 Act	FY03 Est	FY04 Est
Contingency Budgeted	100,000	100,000	100,000
Contingency Used	54,621	100,000	100,000
Severance Pay	184,791	175,000	222,000
Unemployment Benefits	3,146	8,500	10,000
Abatements	159,000	75,000	150,000

**City of Dover**  
**Fiscal Year 2004 Budget**  
**July 1, 2003 - June 30, 2004**

**Appropriations**

**1000 General Fund**

**Misc Gen Gov't**

**41991 Misc Gen Gov't**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Personal Services</b>						
4160	Severance Pay	184,791	120,000	222,000	120,000	0.0
	Payment of accrued leave on termination				120,000	
	Estimated cost for payment of excess accrued vacation and sick leave to terminated employees (current entitlement chargeable to departments. Entitled to: 100% Annual Leave; 50% Sick Leave (minimum) Annual accrual of current leave liability Buydown program (CM)					
4220	FICA	1,496	5,264	13,764	7,440	41.3
	Cost of FICA - 6.20% of wages.				7,440	
4225	Medicare	687	1,740	3,219	1,740	0.0
	Cost of Medicare - 1.45% of wages				1,740	
4230	Retirement	6,488	5,358	13,098	7,080	32.1
	Cost of NH Retirement System payments.				7,080	
4250	Unemployment	3,146	10,000	10,000	10,000	0.0
	Cost of self-insuring for unempl. bene.				10,000	
<b>Total Personal Services</b>		<b>196,608</b>	<b>142,362</b>	<b>262,081</b>	<b>146,260</b>	<b>2.7</b>
<b>Purchased Services</b>						
4312	Management Services	13,444	18,000	35,000	35,000	94.4
	Financial Advisory services - Bond Issue				20,000	
	Credit Rating Fees				15,000	
4334	Legal Services	12,497	20,000	20,000	20,000	0.0
	Legal services related to Bond Issue				20,000	
4339	Consulting Services	5,000	0	0	0	0.0
4435	Maint Chrgs - Office Equipment	183,873	232,753	324,779	231,389	(0.6)
	Funding of DoverNet personnel and overhead				231,389	
4524	Public Liab Insurance	11,392	1,355	1,379	1,379	1.8
	Cost of NHMA Public Liability Insur				1,379	
4529	Insurance Deductible Payments	5,233	20,000	20,000	20,000	0.0
	Cost of deductible for insurance claims				20,000	
4531	Telecommunications	2,667	0	0	0	0.0
<b>Total Purchased Services</b>		<b>234,106</b>	<b>292,108</b>	<b>401,158</b>	<b>307,768</b>	<b>5.4</b>
<b>Other Expenses</b>						
4840	Contingency	54,621	100,000	100,000	100,000	0.0

**City of Dover**  
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 July 1, 2003 - June 30, 2004

**Appropriations**

**1000 General Fund**

**Misc Gen Gov't**

**41991 Misc Gen Gov't**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
	Contingency to meet unanticipated needs				100,000	
4891	Abatements	159,000	167,116	150,000	150,000	(10.2)
	To cover the cost of abated taxes				150,000	
	<b>Total Other Expenses</b>	<b>213,621</b>	<b>267,116</b>	<b>250,000</b>	<b>250,000</b>	<b>(6.4)</b>
<b>Total 41991</b>	<b>Misc Gen Gov't</b>	<b>644,335</b>	<b>701,586</b>	<b>913,239</b>	<b>704,028</b>	<b>0.3</b>



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**City of Dover**  
**Fiscal Year 2004 Budget**  
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**Other Financing Sources/Uses**

**Appropriations by Function**

Function	Description	Prior Year Actual	Current Year Budget	City Mgr Proposed	Dollar Change	% Chng
<b>1000</b>	<b>General Fund</b>					
49000	Transfers	0	0	0	0	0.0
	<b>Total 1000 General Fund</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>
<b>6100</b>	<b>DoverNet Fund</b>					
49200	Internal Service	295,662	251,268	239,367	(11,901)	(4.7)
	<b>Total 6100 DoverNet Fund</b>	<b>295,662</b>	<b>251,268</b>	<b>239,367</b>	<b>(11,901)</b>	<b>(4.7)</b>
<b>6110</b>	<b>Central Stores Fund</b>					
49200	Internal Service	57,688	66,330	62,000	(4,330)	(6.5)
	<b>Total 6110 Central Stores Fund</b>	<b>57,688</b>	<b>66,330</b>	<b>62,000</b>	<b>(4,330)</b>	<b>(6.5)</b>
<b>6310</b>	<b>Fleet Maintenance Fund</b>					
49200	Internal Service	474,258	499,589	516,413	16,824	3.4
	<b>Total 6310 Fleet Maintenance Fund</b>	<b>474,258</b>	<b>499,589</b>	<b>516,413</b>	<b>16,824</b>	<b>3.4</b>
<b>6800</b>	<b>Workers Compensation Fund</b>					
49200	Internal Service	74,089	336,000	370,000	34,000	10.1
	<b>Total 6800 Workers Compensation Fund</b>	<b>74,089</b>	<b>336,000</b>	<b>370,000</b>	<b>34,000</b>	<b>10.1</b>
	<b>Total for Department</b>	<b>901,696</b>	<b>1,153,187</b>	<b>1,187,780</b>	<b>34,593</b>	<b>3.0</b>

**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Other Financing Sources/Uses**

**Appropriations by Budget Category**

<b>Fund</b>	<b>Description</b>	<b>Prior Year Actual</b>	<b>Current Year Budget</b>	<b>City Mgr Proposed</b>	<b>Dollar Change</b>	<b>% Chng</b>
<b>1000</b>	<b>General Fund</b>					
	Operating Transfers Out	0	0	0	0	0.0
	<b>Total 1000 General Fund</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>
<b>6100</b>	<b>DoverNet Fund</b>					
	Personal Services	0	3,000	3,000	0	0.0
	Purchased Services	220,385	222,368	225,037	2,669	1.2
	Supplies	273	7,700	2,868	(4,832)	(62.8)
	Capital Outlay	75,004	18,200	8,462	(9,738)	(53.5)
	<b>Total 6100 DoverNet Fund</b>	<b>295,662</b>	<b>251,268</b>	<b>239,367</b>	<b>(11,901)</b>	<b>(4.7)</b>
<b>6110</b>	<b>Central Stores Fund</b>					
	Purchased Services	51,331	49,960	50,960	1,000	2.0
	Supplies	6,356	16,370	11,040	(5,330)	(32.6)
	<b>Total 6110 Central Stores Fund</b>	<b>57,688</b>	<b>66,330</b>	<b>62,000</b>	<b>(4,330)</b>	<b>(6.5)</b>
<b>6310</b>	<b>Fleet Maintenance Fund</b>					
	Personal Services	268,152	335,896	358,892	22,996	6.8
	Purchased Services	8,473	6,017	4,242	(1,775)	(29.5)
	Supplies	17,322	22,789	17,300	(5,489)	(24.1)
	Capital Outlay	15,580	500	500	0	0.0
	Other Expenses	164,731	134,387	135,479	1,092	0.8
	<b>Total 6310 Fleet Maintenance Fund</b>	<b>474,258</b>	<b>499,589</b>	<b>516,413</b>	<b>16,824</b>	<b>3.4</b>
<b>6800</b>	<b>Workers Compensation Fund</b>					
	Personal Services	(109,372)	243,000	285,000	42,000	17.3
	Purchased Services	166,265	28,372	28,545	173	0.6
	Supplies	615	0	0	0	0.0
	Other Expenses	16,580	64,628	56,455	(8,173)	(12.6)
	<b>Total 6800 Workers Compensation Fund</b>	<b>74,089</b>	<b>336,000</b>	<b>370,000</b>	<b>34,000</b>	<b>10.1</b>
	<b>Total for Department</b>	<b>901,696</b>	<b>1,153,187</b>	<b>1,187,780</b>	<b>34,593</b>	<b>3.0</b>

# OTHER CHARGES

**Division: DoverNet Fund**

**Function 6100-49200**

## ***Mission Statement:***

To enhance the use of information technology in the delivery of municipal services thereby promoting greater efficiency, effectiveness and accessibility of community information and services.

## ***Major Services/Responsibilities:***

- Develop and update comprehensive city-wide information technology master plan
- Administer staff training program for use of information technology
- Maintenance and replacement of information technology components

## ***Key Fiscal Year Objectives:***

- Continue administration of self-insured maintenance program for PC's, printing, and other peripheral
- Continue coordinated effort between City and Schools to build and maintain seam-less community wide network infrastructure
- Continue staff training programs to enhance PC application skills
- Further develop Internet service in providing community information and services

## ***Performance Measures:***

Description	FY02 Act	FY03 Est	FY04 Est
Inventory, maintain and upgrade individual computer and peripheral equipment	420	410	410
Conduct DoverNet Taskforce coordinating + planning sessions	6	4	6
Perform city-wide technology training classes	6	10	10

**City of Dover**  
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**Appropriations**

**6100 DoverNet Fund**

**Other Financing Sources/Uses**

**49200 Internal Service**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Personal Services</b>						
4240	Staff Development	0	3,000	3,000	3,000	0.0
	End User Training				3,000	
<b>Total Personal Services</b>		<b>0</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>0.0</b>
<b>Purchased Services</b>						
4339	Consulting Services	4,923	0	0	0	0.0
4341	Technical Services	164,909	78,308	134,480	134,480	71.7
	Prexar consulting and IS				129,480	
	Out-of-scope installation work				5,000	
4341	Technical Services	184	0	0	0	0.0
4435	Maint Chrgs - Office Equipment	102	88,795	135,119	34,607	(61.0)
	NAV Enterprise renewal	230 EA @	40.00		9,200	
	Checkpoint support contract	1 EA @	965.00		965	
	Internet mail support contract	1 EA @	1,000.00		1,000	
	Alchemy user support contract	1 EA @	2,340.00		2,340	
	MS Office SA license renewal (CM)	215 EA @	252.00			
	MS Office/FP SA license renewal (CM)	15 EA @	314.00			
	MS Windows SA license renewal (CM)	230 EA @	104.00			
	Exchange CAL SA license renewal (CM)	175 EA @	32.00			
	Exchange Server SA renewal	1 EA @	337.00		337	
	Project SA license renewal (CM)	4 EA @	270.00			
	Publisher SA license renewal (CM)	6 EA @	48.00			
	Visio SA renewal (CM)	3 EA @	223.00			
	Windows Server SA renewal	5 EA @	397.00		1,985	
	Terminal Server CAL SA renewal	10 EA @	37.00		370	
	SMS license and SA (CM)	1 EA @	615.00			
	SMS CAL and SA (CM)	175 EA @	54.00			
	Sun support contract	2 EA @	828.00		1,656	
	Cisco Smartnet enterprise renewal	1 EA @	11,141.00		11,141	
	JVC CD Jukebox support contract	1 EA @	5,613.00		5,613	
4435	Maint Chrgs - Office Equipment	1,895	905	1,360	1,360	50.3
	Executive				1,360	
4435	Maint Chrgs - Office Equipment	3,778	2,300	2,715	2,715	18.0
	Finance				2,715	
4435	Maint Chrgs - Office Equipment	0	875	960	960	9.7
	Planning				960	
4435	Maint Chrgs - Office Equipment	0	1,630	1,990	1,990	22.1
	Fire and Rescue				1,990	
4435	Maint Chrgs - Office Equipment	0	2,865	2,940	2,940	2.6
	C/S--Public Works & Fleet Services				2,940	

**City of Dover**  
**Fiscal Year 2004 Budget**  
**July 1, 2003 - June 30, 2004**

**Appropriations**

**6100 DoverNet Fund**

**Other Financing Sources/Uses**

**49200 Internal Service**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
4435	Maint Chrgs - Office Equipment	0	2,065	2,200	2,200	6.5
	Community Services--Recreation				2,200	
4435	Maint Chrgs - Office Equipment	0	2,655	3,325	3,325	25.2
	Library				3,325	
4435	Maint Chrgs - Office Equipment	0	410	480	480	17.1
	Human Services				480	
4435	Maint Chrgs - Office Equipment	0	380	440	440	15.8
	Water				440	
4435	Maint Chrgs - Office Equipment	0	885	1,020	1,020	15.3
	Sewer				1,020	
4435	Maint Chrgs - Office Equipment	0	300	420	420	40.0
	Arena				420	
4435	Maint Chrgs - Office Equipment	2,358	3,215	3,840	3,840	19.4
	Police				3,840	
4531	Telecommunications	42,238	36,780	34,260	34,260	(6.9)
	Remote access PRI	12 MO @	850.00		10,200	
	10 ISDN WAN Links	12 MO @	700.00		8,400	
	T-1 WAN - Mast Road facility	12 MO @	450.00		5,400	
	T-1 WAN - Middle/High School & SE Fire	12 MO @	150.00		1,800	
	4 Analog telephone lines	12 MO @	105.00		1,260	
	SDSL Internet trunk line	12 MO @	600.00		7,200	
<b>Total Purchased Services</b>		<b>220,385</b>	<b>222,368</b>	<b>325,549</b>	<b>225,037</b>	<b>1.2</b>

**Supplies**

4611	Office Supplies	273	0	608	608	100.0
	Network cabling				145	
	50 pack Sony CD-R				40	
	100 pack Belkin Slimstyle case				23	
	100 pack floppy disks				20	
	8 Epson Stylus cartridges				170	
	Pens, paper, markers and folders				150	
	Tech cleaning kit				60	
4612	Operating Supplies	0	7,000	0	0	(100.0)
4640	Publications	0	500	2,260	2,260	352.0
	Microsoft TechNet subscription				449	
	Lexis Law Enterprise CD subscription				1,811	
4681	Minor Equip, Furniture & Fxtrs	0	200	0	0	(100.0)
<b>Total Supplies</b>		<b>273</b>	<b>7,700</b>	<b>2,868</b>	<b>2,868</b>	<b>(62.8)</b>

**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Appropriations**

**6100 DoverNet Fund**

**Other Financing Sources/Uses**

**49200 Internal Service**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Capital Outlay</b>						
4745	Computers & Communications Equip	35,496	18,200	15,052	8,462	(53.5)
	Web server replacement				6,500	
	2-48 Port Cisco Catalyst Switch (CM)					
	Cisco 2610/2620 Router Memory Modules				864	
	2 SmartUPS 1000 rackmount				1,098	
4745	Computers & Communications Equip	1,153	0	0	0	0.0
4745	Computers & Communications Equip	540	0	0	0	0.0
4745	Computers & Communications Equip	33	0	0	0	0.0
4745	Computers & Communications Equip	10,586	0	0	0	0.0
4745	Computers & Communications Equip	10,756	0	0	0	0.0
4745	Computers & Communications Equip	8,839	0	0	0	0.0
4745	Computers & Communications Equip	20	0	0	0	0.0
4745	Computers & Communications Equip	5,897	0	0	0	0.0
4745	Computers & Communications Equip	1,683	0	0	0	0.0
<b>Total Capital Outlay</b>		<b>75,004</b>	<b>18,200</b>	<b>15,052</b>	<b>8,462</b>	<b>(53.5)</b>
<b>Total 49200 Internal Service</b>		<b>295,662</b>	<b>251,268</b>	<b>346,469</b>	<b>239,367</b>	<b>(4.7)</b>

# OTHER CHARGES

**Division: Central Stores Fund**

**Function 6110-49200**

## ***Mission Statement:***

To manage the purchase and the inventories for various office supplies and appropriate charge out items to departments on a cost reimbursement basis.

## ***Major Services/Responsibilities:***

- Supply departments with readily available and maintained leased copy equipment at City Hall
- Take readings and charge out copier use for two copiers
- Maintain adequate supplies of computer paper, binding materials, invoices and mass mailing envelopes
- Charge out all supplies to the user department as consumed on a cost reimbursement basis
- Charge out all postage metered through the City Clerk's Office to the various departments

## ***Key Fiscal Year Objectives:***

- To achieve bulk purchases of supplies to attain savings and maintain sufficient inventories to avoid breaks in processes or delays in office functions
- Continue to charge out supplies on a cost reimbursement basis and monitor fund balance

## ***Performance Measures:***

Description	FY02 Act	FY03 Est	FY04 Est
Monthly charge out of supplies consumed	12	12	12
Monthly charge out of postage used	12	12	12



**City of Dover**  
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**Appropriations**

**6110 Central Stores Fund**

**Other Financing Sources/Uses**

**49200 Internal Service**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Purchased Services</b>						
4435	Maint Chrgs - Office Equipment	80	0	0	0	0.0
4443	Rental of Equipment	10,952	10,560	10,560	10,560	0.0
	Equipment Rental	2 YR @	5,280.00		10,560	
	2 Copiers @ \$375.00 per month (rental fees) \$9,000.00					
	10,000 extra copies per month (120,000 per year) \$1,560.00					
4531	Telecommunications	300	400	400	400	0.0
	City Hall Fax line and toll charges				400	
4534	Postage	40,000	39,000	40,000	40,000	2.6
	Postage				40,000	
<b>Total Purchased Services</b>		<b>51,331</b>	<b>49,960</b>	<b>50,960</b>	<b>50,960</b>	<b>2.0</b>
<b>Supplies</b>						
4611	Office Supplies	2,361	13,600	7,340	7,340	(46.0)
	Copier, computer and office supplies				7,340	
4612	Operating Supplies	3,995	2,770	3,700	3,700	33.6
	Pre-printed forms, etc.				3,700	
<b>Total Supplies</b>		<b>6,356</b>	<b>16,370</b>	<b>11,040</b>	<b>11,040</b>	<b>(32.6)</b>
<b>Total 49200 Internal Service</b>		<b>57,688</b>	<b>66,330</b>	<b>62,000</b>	<b>62,000</b>	<b>(6.5)</b>

# OTHER CHARGES

**Division: Fleet Maintenance Fund**

**Function 6310-49200**

## ***Mission Statement:***

To provide accurate and efficient maintenance and repair of vehicles for Engineering, Water, Sewer, Cemetery, Recreation, Facilities and Grounds, Assessing and Public Safety vehicles, including Police & Fire.

## ***Major Services/Responsibilities:***

- Maintain, repair and refurbish City vehicles, trucks heavy and small equipment
- Preventive maintenance and repair of heavy equipment during snow, ice and other emergencies
- Maintain an inventory of parts and fluids for normal and emergency repairs to vehicles
- Provide for scheduled and non-scheduled repairs to City vehicles
- Provide for annual State inspections on vehicles

## ***Key Fiscal Year Objectives:***

- Monitor efficiency of City-wide fleet program
- Monitor parts inventory control program and work order tracking system
- Purchase new vehicles/equipment approved in FY03 budget
- Monitor results of shop productivity indicators to ensure efficiency goals are being met.

## ***Performance Measures:***

Description	FY02 Act	FY03 Est	FY04 Est
Size of fleet repaired by Fleet Maintenance Fund	166	172	174
Number of Work orders processed per year	2,000	2,400	2,500
Total CS vehicles (includes Water and Sewer)	113	118	115
Total Fire vehicles	14	14	14
Total Planning/Inspection vehicles	3	3	3
Total Police vehicles	35	40	40
Total Assessing vehicles	1	2	2

**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Appropriations**

**6310 Fleet Maintenance Fund**

**Other Financing Sources/Uses**

**49200 Internal Service**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Personal Services</b>						
4115	Regular Hourly Employees	169,460	219,342	233,015	230,789	5.2
	1 Fleet Supervisor RFT 40 hr/wk				60,385	
	4 Heavy Equipment Mech. II RFT 40 hr/wk				152,841	
	1 Office Manager RFT 40 hr/wk				31,588	
	Less charge to Water Dept				(14,025)	
4120	Temporary Employees	1,285	832	832	832	0.0
	Temporary Staff for coverage				832	
4130	Overtime Pay	5,884	4,000	4,000	4,000	0.0
	Estimated overtime				4,000	
4160	Severance Pay	(2,297)	0	0	0	0.0
4170	Longevity Pay	2,516	2,672	5,022	5,022	87.9
	Payment for years of service				5,022	
4211	Health Insurance	55,235	66,408	76,330	76,330	14.9
	Premiums to NHMA Health Ins. Trust				76,330	
4212	Dental Insurance	3,488	4,369	3,700	3,700	(15.3)
	Premiums to Dental Ins.				3,700	
4213	Life Insurance	575	658	643	637	(3.2)
	Premiums to NHMA for Life Insur.				637	
4220	FICA	11,238	13,274	14,311	14,173	6.8
	Cost of FICA - 6.20% of wages.				14,173	
4225	Medicare	2,628	3,104	3,347	3,315	6.8
	Cost of Medicare - 1.45% of wages				3,315	
4230	Retirement	7,122	10,092	14,280	14,149	40.2
	Cost of NH Retirement System payments.				14,149	
4240	Staff Development	623	500	500	500	0.0
	Various seminars for employees				500	
4260	Workers Comp Insurance	10,327	10,555	5,387	5,387	(49.0)
	Workers Comp allocation of self insur.				5,387	
4290	FSA Fees	66	90	58	58	(35.6)
	Admin fees - Flexible Spending Accts				58	
<b>Total Personal Services</b>		<b>268,152</b>	<b>335,896</b>	<b>361,425</b>	<b>358,892</b>	<b>6.8</b>
<b>Purchased Services</b>						
4336	Medical Services	110	0	50	50	100.0
	Employee Exams				50	

**City of Dover**  
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**Appropriations**

**6310 Fleet Maintenance Fund**

**Other Financing Sources/Uses**

**49200 Internal Service**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
4435	Maint Chrgs - Office Equipment	824	750	800	800	6.7
	Computers	2 EA @	100.00		200	
	Inkjet printers	2 EA @	40.00		80	
	1 UPS	1 EA @	20.00		20	
	CFA Software Maint. Charge				500	
4521	Property Insurance	949	298	0	0	(100.0)
	Cost of NHMA Property Insurance					
4522	Vehicle & Equip Insurance	325	336	342	342	1.8
	Cost of NHMA Vehicle Insurance				342	
4531	Telecommunications	5,071	1,500	2,000	2,000	33.3
	2 telephone lines and toll charges				2,000	
4534	Postage	0	50	50	50	0.0
	First class mailings				50	
4580	Travel Expense	1,194	3,083	1,000	1,000	(67.6)
	Personal use of vehicle for bus./conf.				1,000	
<b>Total Purchased Services</b>		<b>8,473</b>	<b>6,017</b>	<b>4,242</b>	<b>4,242</b>	<b>(29.5)</b>

**Supplies**

4611	Office Supplies	901	1,500	1,000	1,000	(33.3)
	Office and computer supplies; paper				1,000	
4612	Operating Supplies	998	1,000	1,500	1,500	50.0
	Various operating supplies				1,500	
4615	Clothing & Uniforms	4,319	3,500	3,500	3,500	0.0
	Uniforms for employees				3,500	
	Includes wintergear, flame retardant uniforms and safety shoes					
4626	Vehicle Fuels	5,748	10,000	5,000	5,000	(50.0)
	Cost of Fuel for Vehicle				5,000	
4653	Maint Supplies - Equipment	170	1,000	1,000	1,000	0.0
	Maintenance of equipment				1,000	
4654	Maint Supplies - Vehicles	34	289	300	300	3.8
	Parts for vehicle repairs				300	
4681	Minor Equip, Furniture & Fxtrs	5,153	5,500	5,000	5,000	(9.1)
	Small tools/hardware less than \$500				5,000	
<b>Total Supplies</b>		<b>17,322</b>	<b>22,789</b>	<b>17,300</b>	<b>17,300</b>	<b>(24.1)</b>

**Capital Outlay**

4742	Light Vehicles	15,580	0	0	0	0.0

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**Appropriations**

**6310 Fleet Maintenance Fund**

**Other Financing Sources/Uses**

**49200 Internal Service**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
4745	Computers & Communications Equip	0	500	500	500	0.0
	Equipment Upgrades				500	
	<b>Total Capital Outlay</b>	<b>15,580</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>0.0</b>
<b>Other Expenses</b>						
4895	Cost of Sales	164,731	134,387	135,479	135,479	0.8
	Cost of parts allocated to departments				135,479	
	<b>Total Other Expenses</b>	<b>164,731</b>	<b>134,387</b>	<b>135,479</b>	<b>135,479</b>	<b>0.8</b>
<b>Total 49200</b>	<b>Internal Service</b>	<b>474,258</b>	<b>499,589</b>	<b>518,946</b>	<b>516,413</b>	<b>3.4</b>

# OTHER CHARGES

**Division: Workers Compensation**

**Function 6800-49200**

## ***Mission Statement:***

To provide a self-insurance program for the City to cover claims related to work related injuries including the necessary fund reserves.

## ***Major Services/Responsibilities:***

- Prepare and process first reports of injury
- Monitor reports of claims for significant trends of injury type, location, department, etc.
- Hold department safety meetings to try to prevent injuries before they occur
- Contract for workers' compensation claims administrative services
- Contract for reinsurance for claims exceeding \$350,000
- Maintain adequate claims reserves
- Contract for required annual actuarial review

## ***Key Fiscal Year Objectives:***

- Conduct city-wide employee and supervisors safety training
- Reduce frequency and severity of employee injury
- Administer safety incentive & recognition program
- Support City Joint Loss Management Committee

## ***Performance Measures:***

Description	FY02 Act	FY03 Est	FY04 Est
Administer workers' compensation claims	50	60	60
Conduct city-wide employee safety training sessions	3	3	2
Staff Joint Loss Management Committee meetings	4	4	4

**City of Dover**  
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**Appropriations**

**6800 Workers Compensation Fund**  
**Other Financing Sources/Uses**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>9100 Administration</b>						
<b>Personal Services</b>						
4120	Temporary Employees	338	0	0	0	0.0
4260	Workers Comp Insurance	34,544	33,000	60,000	60,000	81.8
	Purchase of insur for high claims				60,000	
4261	Worker's Comp Claims	(219,801)	0	0	0	0.0
	<b>Total Personal Services</b>	<b>(184,919)</b>	<b>33,000</b>	<b>60,000</b>	<b>60,000</b>	<b>81.8</b>
<b>Purchased Services</b>						
4312	Management Services	40,998	28,000	28,000	28,000	0.0
	Contracted claims & loss prevention serv				26,000	
	Acturial Study				2,000	
	Required annually if self-insured					
4335	Auditing Services	353	372	373	545	46.5
	Division share of audit expenses				545	
	<b>Total Purchased Services</b>	<b>41,351</b>	<b>28,372</b>	<b>28,373</b>	<b>28,545</b>	<b>0.6</b>
<b>Supplies</b>						
4612	Operating Supplies	615	0	0	0	0.0
	<b>Total Supplies</b>	<b>615</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>
<b>Other Expenses</b>						
4819	Fees & Charges	16,580	6,628	6,627	6,455	(2.6)
	Payment to State for Second Injury Fund				6,455	
4840	Contingency	0	58,000	50,000	50,000	(13.8)
	Building of funded liability				50,000	
	<b>Total Other Expenses</b>	<b>16,580</b>	<b>64,628</b>	<b>56,627</b>	<b>56,455</b>	<b>(12.6)</b>
<b>Total Administration</b>		<b>(126,373)</b>	<b>126,000</b>	<b>145,000</b>	<b>145,000</b>	<b>15.1</b>

**9199 General Government**

**Personal Services**

**City of Dover**  
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**Appropriations**

**6800 Workers Compensation Fund**  
**Other Financing Sources/Uses**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
4261	Worker's Comp Claims	0	3,500	4,400	4,400	25.7
	Medical & Indemnity Claims - Gen. Gov't.				4,400	
<b>Total Personal Services</b>		<b>0</b>	<b>3,500</b>	<b>4,400</b>	<b>4,400</b>	<b>25.7</b>
<b>Purchased Services</b>						
4336	Medical Services	1,462	0	0	0	0.0
<b>Total Purchased Services</b>		<b>1,462</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>
<b>Other Expenses</b>						
4810	Membership Dues	0	0	0	0	0.0
<b>Total Other Expenses</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>
<b>Total</b>	<b>General Government</b>	<b>1,462</b>	<b>3,500</b>	<b>4,400</b>	<b>4,400</b>	<b>25.7</b>

**9210 Police**

**Personal Services**

4261	Worker's Comp Claims	576	24,900	24,200	24,200	(2.8)
	Medical and Indemnity Claims - Police				24,200	
<b>Total Personal Services</b>		<b>576</b>	<b>24,900</b>	<b>24,200</b>	<b>24,200</b>	<b>(2.8)</b>

**Purchased Services**

4336	Medical Services	14,065	0	0	0	0.0
<b>Total Purchased Services</b>		<b>14,065</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>
<b>Total</b>	<b>Police</b>	<b>14,641</b>	<b>24,900</b>	<b>24,200</b>	<b>24,200</b>	<b>(2.8)</b>

**9220 Fire & Rescue**

**Personal Services**

4261	Worker's Comp Claims	278	29,600	51,400	51,400	73.6
	Medical and Indemnity Claims - Fire/Res.				51,400	
<b>Total Personal Services</b>		<b>278</b>	<b>29,600</b>	<b>51,400</b>	<b>51,400</b>	<b>73.6</b>

**Purchased Services**



**City of Dover**  
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**Appropriations**

**6800 Workers Compensation Fund**  
**Other Financing Sources/Uses**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
4334	Legal Services	3,442	0	0	0	0.0
4336	Medical Services	2,438	0	0	0	0.0
<b>Total Purchased Services</b>		<b>5,880</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>
<b>Total</b>	<b>Fire &amp; Rescue</b>	<b>6,158</b>	<b>29,600</b>	<b>51,400</b>	<b>51,400</b>	<b>73.6</b>

**9300 Comm Serv PW**

**Personal Services**

4261	Worker's Comp Claims	4,333	30,600	25,000	25,000	(18.3)
	Medical and Indemnity Claims C/S PW				25,000	
<b>Total Personal Services</b>		<b>4,333</b>	<b>30,600</b>	<b>25,000</b>	<b>25,000</b>	<b>(18.3)</b>

**Purchased Services**

4334	Legal Services	248	0	0	0	0.0
4336	Medical Services	8,200	0	0	0	0.0
<b>Total Purchased Services</b>		<b>8,447</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>
<b>Total</b>	<b>Comm Serv PW</b>	<b>12,781</b>	<b>30,600</b>	<b>25,000</b>	<b>25,000</b>	<b>(18.3)</b>

**9400 Human Services**

**Purchased Services**

4336	Medical Services	94	0	0	0	0.0
<b>Total Purchased Services</b>		<b>94</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>
<b>Total</b>	<b>Human Services</b>	<b>94</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>

**9455 Public Library**

**Purchased Services**

4336	Medical Services	456	0	0	0	0.0

**City of Dover**  
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**Appropriations**

**6800 Workers Compensation Fund**  
**Other Financing Sources/Uses**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
	<i>Total Purchased Services</i>	<u>456</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0</u>
<b>Total</b>	<b>Public Library</b>	<u>456</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0</u>

**9500 Comm Serv Recreation**

**Personal Services**

4261	Worker's Comp Claims	0	15,000	19,100	19,100	27.3
	Medical & Indemnity Claim C/S Recreation				19,100	

**Total Personal Services**

<u>0</u>	<u>15,000</u>	<u>19,100</u>	<u>19,100</u>	<u>27.3</u>
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**Purchased Services**

4336	Medical Services	88,255	0	0	0	0.0
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**Total Purchased Services**

<u>88,255</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0</u>
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**Total Comm Serv Recreation**

<u>88,255</u>	<u>15,000</u>	<u>19,100</u>	<u>19,100</u>	<u>27.3</u>
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**9690 Education**

**Personal Services**

4261	Worker's Comp Claims	66,809	87,200	79,800	79,800	(8.5)
	Medical & Indemnity Claims Education				79,800	

**Total Personal Services**

<u>66,809</u>	<u>87,200</u>	<u>79,800</u>	<u>79,800</u>	<u>(8.5)</u>
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**Total Education**

<u>66,809</u>	<u>87,200</u>	<u>79,800</u>	<u>79,800</u>	<u>(8.5)</u>
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**9710 Education - Cafeteria**

**Personal Services**

4261	Worker's Comp Claims	3,551	3,800	4,100	4,100	7.9
	Medical & Indemnity Claims Cafeteria				4,100	

**Total Personal Services**

<u>3,551</u>	<u>3,800</u>	<u>4,100</u>	<u>4,100</u>	<u>7.9</u>
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**Total Education - Cafeteria**

<u>3,551</u>	<u>3,800</u>	<u>4,100</u>	<u>4,100</u>	<u>7.9</u>
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**9810 Water**

**Personal Services**

**City of Dover**  
**Fiscal Year 2004 Budget**  
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**Appropriations**

**6800 Workers Compensation Fund**  
**Other Financing Sources/Uses**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
4261	Worker's Comp Claims	0	10,400	10,800	10,800	3.8
	Medical & Indemnity Claims Water				10,800	
<b>Total Personal Services</b>		<b>0</b>	<b>10,400</b>	<b>10,800</b>	<b>10,800</b>	<b>3.8</b>
<b>Purchased Services</b>						
4334	Legal Services	28	0	0	0	0.0
4336	Medical Services	4,523	0	0	0	0.0
<b>Total Purchased Services</b>		<b>4,550</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>
<b>Total Water</b>		<b>4,550</b>	<b>10,400</b>	<b>10,800</b>	<b>10,800</b>	<b>3.8</b>

**9820 Sewer**

**Personal Services**

4261	Worker's Comp Claims	0	2,700	3,200	3,200	18.5
	Medical & Indemnity Claims Sewer				3,200	
<b>Total Personal Services</b>		<b>0</b>	<b>2,700</b>	<b>3,200</b>	<b>3,200</b>	<b>18.5</b>

**Purchased Services**

4336	Medical Services	389	0	0	0	0.0
<b>Total Purchased Services</b>		<b>389</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>
<b>Total Sewer</b>		<b>389</b>	<b>2,700</b>	<b>3,200</b>	<b>3,200</b>	<b>18.5</b>

**9830 Arena**

**Personal Services**

4261	Worker's Comp Claims	0	2,300	3,000	3,000	30.4
	Medical & indemnity claims Arena				3,000	
<b>Total Personal Services</b>		<b>0</b>	<b>2,300</b>	<b>3,000</b>	<b>3,000</b>	<b>30.4</b>

**Purchased Services**

4336	Medical Services	1,316	0	0	0	0.0
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**City of Dover**  
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**Appropriations**

**6800 Workers Compensation Fund**  
**Other Financing Sources/Uses**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
	<i>Total Purchased Services</i>	1,316	0	0	0	0.0
Total	Arena	1,316	2,300	3,000	3,000	30.4
Total	6800 Workers Compensation Fund	74,089	336,000	370,000	370,000	10.1

**City of Dover**  
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**Appropriations  
 Summary by Fund**

**Education**

<u>Fund</u>	<u>Description</u>		<u>Prior Year Actual</u>	<u>Current Year Budget</u>	<u>Admin Request</u>	<u>Dollar Change</u>	<u>% Chng</u>
1000	General Fund*	46900 Education	27,358,440	29,751,613	30,483,899	732,286	2.5
2800	School Cafeteria Fund	46900 Education	1,082,949	1,039,271	1,111,300	72,029	6.9
2820	School Federal Grants	46900 Education	1,961,037	2,275,765	2,635,000	359,235	15.8
2900	School Special Pgms & Grants	46900 Education	266,198	830,000	830,000	0	0.0
3810	School Tuition Programs	46900 Education	235,350	158,000	158,000	0	0.0
3825	Alternative Education Fund	46900 Education	179,337	572,000	720,000	148,000	25.9
3830	School Facilities Fund	46900 Education	100,051	70,000	75,000	5,000	7.1
<b>Total for Department</b>			<b>31,183,362</b>	<b>34,696,649</b>	<b>36,013,199</b>	<b>1,316,550</b>	<b>3.8</b>

\*Note: Excludes School Debt Service. See Debt Information & Capital Improvements section for details.

# EDUCATION

## Division: Student Support Services

Function 46900

### ***Mission Statement:***

Support services provide administrative, technical (such as guidance and health) and logistical support to facilitate and enhance instruction. These services exist as adjuncts for fulfilling the objectives of instruction and community services rather than as programs within themselves. This budget continues a summer intervention program for Middle School students in accordance with newly adopted performance standards.

### ***Goals and Priorities:***

- We will support curriculum review, revision and alignment as a systemic basis for all disciplines.
- We are committed to supporting staff training for the implementation of new programs in the district.
- We will maintain student services to meet their growing social, emotional and health needs, which has an impact on their ability to learn.
- We will continue our commitment to the integration of technology as a tool for learning in all subject areas.

### ***Budget Highlights:***

Continue support for staff tuition reimbursement

#### ***This section includes funds for the following activities:***

Attendance Services	Occupational Therapy	Guidance
Physical Therapy & Vision	Student Appraisal	Report Cards
The Libraries	Health Services	Psychological Services
Curriculum Supervision & Development		

### ***Performance Measures:***

Description	FY02 Act	FY03 Est	FY04 Est
Total Budgeted	\$3,106,456	\$2,948,486	\$2,917,435

# EDUCATION

## Division: Instructional Programs

Function 46900

### ***Mission Statement:***

Instructional Programs include all activities involving the direct interaction between teachers and students. Teaching may be provided for students in a school classroom, in another location such as a home or hospital or in other learning situations such as those involving co-curricular activities. Also included here are the activities of aides or classroom assistants of any type, who assist in the instructional process.

### ***Descriptions of the Instructional Categories:***

The Regular Education budget provides for regular classroom instruction for our K-12 students to prepare them to continue their education, and to become productive citizens and family members.

Special Education funds are for those activities designed primarily for students who require special instructional services. Administrative positions are also budgeted under this function.

Vocational Education funds instructional activities, which teach students to knowledge, skills and attitudes needed for continued education in technological fields and for employment in occupational areas upon graduation from high school.

School Athletics are school-sponsored activities that provide opportunities for students to compete in inter-scholastic competition. Some of the sports generate gate receipts.

Adult Education is funding for the Dover Adult Learning Center's Director and secretary.

### ***Key Fiscal Year Objectives:***

- We will focus on literacy as our top academic priority for students in all grade levels.
- We will assure that all district schools continue to meet all state minimum standards for school approval and that the high school meets accreditation standards set by the New England Association of Schools and Colleges.
- We will endeavor to keep teacher loads and class size reasonable and efficient.

### ***Performance Measures:***

Description	FY02 Act	FY03 Est	FY04 Est
Budget Amounts	\$17,322,994	\$17,619,751	\$19,600,687

# EDUCATION

## Division: Administrative Services

Function 46900

### ***Mission Statement:***

This section covers the costs of School Board services, the Office of the Superintendent and School Administration.

### ***Major Services/Responsibilities:***

The School Board function provides funds for Board oversight of school operations, the development of District policy and costs related to District-wide management. These include costs of stipends for School Board members and secretary, provision of legal counsel when necessary, liability insurance and the annual audit.

The Office of the Superintendent function includes activities associated with leading and managing the school district, including budgeting, purchasing, payroll and human resources.

The School Administration function includes activities directly related to leading and managing our schools. It includes the activities performed by the principals and assistant principals, evaluation of staff members, assignment of duties to staff members and maintenance of records and coordination of instructional activities.

### ***Goals and Priorities:***

- We will continue to strengthen our curriculum and improve the quality of instruction.
- We will continually review and monitor administrative assignments to assure ourselves that we are focused on efficient and effective accomplishments of our goals.
- We will explore ways to consolidate functions and services.
- We will promote the use of technology in the efficient management of district and student services.
- In this year's constrained fiscal environment, the school budget has been level funded in many areas not under contractual obligation.
- The school budget reflects a consolidation of technology items in an effort to promote efficiency and cost savings.

### ***Performance Measures:***

Description	FY02 Act	FY03 Est	FY04 Est
School Board, Superintendent's Office and School Administration	\$2,734,441	\$2,783,701	\$2,723,550



# EDUCATION

## Division: Facilities and Operations

Function 46900

### ***Mission Statement:***

The Facilities and Operations Department is committed to providing quality service to students, faculty, staff and the School Administrative Unit #11 Community. The Facilities and Operations management team is committed to treating employees with dignity and respect; fostering positive attitudes and acceptable behavior, recognizing satisfactory employee performance; administering policies fairly and communicating the plans and directions of the department to all employees.

### ***Major Services/Responsibilities:***

The physical facilities are an important and tangible asset of the Dover School Department, with a current replacement value in excess of \$60,000,000. The Facilities and Operations Department is responsible for maintaining each school facility and the surrounding grounds in a manner that contributes to the attractiveness and function of the educational environment. Facilities and Operations employees are committed to supporting the educational mission. Employees are dedicated to the concept of improving productivity and effectiveness through the more efficient use of time and materials, implementation of new technology and equipment and improving skills through training and seminars.

### ***Key Fiscal Year Objectives:***

- We will maintain our facilities in accordance with local, state and federal fire, health, safety and accessibility laws and regulations.
- We are committed to an ongoing plan for the optimal care and use of all facilities to ensure a proper learning environment for every student.
- We will continue to explore cost saving measures whenever and wherever practical.
- We will examine collaboration with City departments in areas where savings can be effected by such collaboration.

### ***Performance Measures:***

Description	FY02 Act	FY03 Est	FY04 Est
Operation and Maintenance of Plant	\$2,561,023	\$2,867,600	\$2,975,745

# EDUCATION

## Division: Transportation

Function 46900

### ***Mission Statement:***

The transportation account includes the personnel and activities necessary for the conveyance of both public and private school students to and from Dover schools, in accordance with state law and School Board policy. It also provides for the transportation of students on field trips and of participants in student co-curricular and extra-curricular activities.

### ***Goals and Priorities:***

- Student safety remains our primary concern.
- We will continue to explore methods of providing student transportation most cost effectively, and we will monitor our providers to assure both quality and accountability.
- We will continue to recognize the changing transportation needs of families and try to accommodate those needs in ways that do not add to our transportation costs.
- We remain open to new ways of moving transportation costs whenever and wherever possible.

### ***Budget Highlights:***

- We have signed a five year-renewal contract with Laidlaw Transit, Inc. to carry the District through Fiscal Year 2007.
- We have contracted with COAST transportation for a two-year trial to provide three buses for daily transport of Dover High School Students.

### ***Performance Measures:***

Description	FY02 Act	FY03 Est	FY04 Est
Transportation Costs	\$1,058,238	\$1,098,100	\$1,302,624

# EDUCATION

**Division: Other**

**Function 46900**

## ***Mission Statement:***

The division labeled "other" includes support services not directly related to previous accounts. Listed here are the costs of unemployment compensation, workers' compensation, severance pay, physical exams, immunizations, criminal records checks and the Technology Division. The largest item in this division is debt service, which is budgeted at \$3,350,502 for 2003-2004.

## ***Major Services/Responsibilities:***

- Basic services such as worker's compensation, physical exams and criminal records checks are critical to the overall support of the School Department.
- The Technology Division will continue to maintain and upgrade the School Department's computer assets.

## ***Goals and Priorities:***

- We will continue to examine and implement risk management strategies to reduce the District's exposure.
- We will continually seek to obtain the best insurance coverage at rates favorable to the school district.
- We will work to closely coordinate capital costs and uses with the City.

## ***Performance Measures:***

Description	FY02 Act	FY03 Est	FY04 Est
School Board, Managerial Services, Administrative Services and Technology	\$2,721,387	\$2,694,082	\$3,350,502

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**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Appropriations**

**1000 General Fund**

**School**

**46900 Education**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Education</b>						
4950	Education	27,358,440	29,751,613	30,483,899	30,483,899	2.5
	School Appropriation (excl Debt Service)				30,483,899	
	<b>Total Education</b>	<b>27,358,440</b>	<b>29,751,613</b>	<b>30,483,899</b>	<b>30,483,899</b>	<b>2.5</b>
<b>Total 46900</b>	<b>Education</b>	<b>27,358,440</b>	<b>29,751,613</b>	<b>30,483,899</b>	<b>30,483,899</b>	<b>2.5</b>

# EDUCATION

**Division: School Cafeteria Fund**

**Function 2800-46900**

## ***Mission Statement:***

The cafeteria account includes personnel and activities necessary to provide meals for Dover public school students in accordance with the National School Lunch Program/School Breakfast program. Included are the costs for personnel, commodities, supplies, utilities, equipment and fixed charges. The entire account is funded from sources separate from local tax revenue.

## ***Major Services/Responsibilities:***

- We intend to implement a modest increase in the cost of lunch meals to \$1.50 in elementary schools and \$1.95 for DMS and DHS. This increase is necessary to maintain a self-supporting program.
- We will continue to seek out methods of increasing efficiency and containing costs by using technology wherever possible.
- We will continue to offer breakfast programs due to the need students have for nutritious breakfasts at the beginning of the day.

## ***Budget Highlights 2002:***

### **BREAKFASTS:**

- Total breakfasts served: 29,968
- Average daily participation: 166
- District charges: \$1.00
- Participation compared to last year: 3.67% decrease

### **LUNCHES:**

- Total lunches served: 336,015
- Average daily participation: 1,867
- District charges: \$1.35/\$1.65
- Participation compared to last year: 8.26% increase

### **ADULT MEALS:**

- Total adult meals served at \$2.50: 2,236

## ***Performance Measures:***

Description	FY02 Act	FY03 Est	FY04 Est
Estimated Budget	\$976,729	\$1,039,271	\$1,111,300

**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Appropriations**

**2800 School Cafeteria Fund**

**School**

**46900 Education**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Education</b>						
4950	Education	1,082,949	1,039,271	1,111,300	1,111,300	6.9
	Total appropriations				1,111,300	
	<b>Total Education</b>	<b>1,082,949</b>	<b>1,039,271</b>	<b>1,111,300</b>	<b>1,111,300</b>	<b>6.9</b>
<b>Total 46900</b>	<b>Education</b>	<b>1,082,949</b>	<b>1,039,271</b>	<b>1,111,300</b>	<b>1,111,300</b>	<b>6.9</b>

# EDUCATION

**Division: Dept. of Education Federal Grants      Function 2820-46900**

## ***Mission Statement:***

The categorical aid account includes funds received from federal sources. Categorical funds may only be used for the program or purposes for which they have been allocated. There are no local funds in this account.

## ***Goals and Priorities:***

- We will actively pursue sources of funding beyond what is provided through local taxes.
- We will pay special attention to programs that provide basic skills, especially in language arts, mathematics and science.
- We will also target early childhood education for special emphasis.
- Practical applications of learning will be a prime focus in our training efforts for teachers.
- We will continue to promote the educational uses of technology in our schools.

## ***Budget Highlights:***

- Includes federal monies for reading, language and math tutorial programs to improve skills in grades K-12.
- Provides for supplemental services for students with disabilities
- Includes funding for teach training in mathematics and science
- Provides for a drug prevention program for the schools
- Encompasses vocational and school to career programs
- Contains allocations for both public and private schools located in Dover

## ***Performance Measures:***

Description	FY02 Act	FY03 Est	FY04 Est
Federal Funding (Title 1 to Title 5)	\$2,245,088	\$2,651,982	\$2,993,403



**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Appropriations**

**2820 School - DOE Federal Grants**  
**School**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>7510</b>	<b>School - DOE Federal Grants</b>					
	<b><i>Education</i></b>					
4950	Education	0	0	2,635,000	2,635,000	100.0
	Federal Education Grants				2,635,000	
	<b><i>Total Education</i></b>	<b>0</b>	<b>0</b>	<b>2,635,000</b>	<b>2,635,000</b>	<b>100.0</b>
<b>Total</b>	<b>School - DOE Federal Grants</b>	<b>0</b>	<b>0</b>	<b>2,635,000</b>	<b>2,635,000</b>	<b>100.0</b>
<b>Total 2820</b>	<b>School - DOE Federal Grants</b>	<b>0</b>	<b>0</b>	<b>2,635,000</b>	<b>2,635,000</b>	<b>100.0</b>

# EDUCATION

**Division: Special Programs and Grants Fund      Function 2900-46900**

## ***Mission Statement:***

To provide through ongoing special grants, monies for programs that will enhance and promote education at all levels. These funds are not from local taxation.

## ***Major Services/Responsibilities:***

- Family Support Center: \$250,000. The HUB program is a School Department affiliated non-profit 501(3)C organization. We serve as fiduciary agent for their federal grants.
- 21<sup>st</sup> Century Grant: \$229,500.00. This is a federally funded after school and summer program.
- Dover High School Vocational Center: Cal Perkins Vocational Grant is used for vocational equipment and supplies.
- Grants include Project Promise, State Tobacco Grant, Wentworth Douglass Hospital, Technology Grant (Intel), WIN Grant (DOE) and HUB (\$120,000).

## ***Key Fiscal Year Objectives:***

- To provide preschool parenting assistance (HUB)
- To provide an after-school and summer program (21<sup>st</sup> Century)
- To provide facilities and equipment for retraining of adults (Dover VOC)
- To provide a drug-prevention program for the schools (Promise)
- To provide a smoking-prevention program (School & HUB – Tobacco Grant)
- Administer Technology Grant for Intel Corp.
- Administer WIN (Aspire) Grant to train students to seek and keep jobs.

## ***Performance Measures:***

Description	FY02 Act	FY03 Est	FY04 Est
21 <sup>st</sup> Century	\$221,000	\$229,500	\$241,500
HUB	N/A	\$150,000	\$250,000
WIN (Aspire) Grant	\$4,548	\$148,700	\$5,424
			(pending)
Cal Perkins (Dover High School Vocational Center)	\$160,000	\$170,000	\$160,000
Tobacco Grant	\$65,000	\$74,800	\$70,000

# City of Dover

## Fiscal Year 2004 Budget

July 1, 2003 - June 30, 2004

### Appropriations

#### 2900 School Special Pgms & Grants

##### School

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>7920</b>	<b>School - Early Childhood</b>					
	<b>Education</b>					
4950	Education	204,302	150,000	150,000	150,000	0.0
	HUB				150,000	
	<b>Total Education</b>	<b>204,302</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>0.0</b>
<b>Total</b>	<b>School - Early Childhood</b>	<b>204,302</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>0.0</b>
<b>7921</b>	<b>School - Misc Grants &amp; Pgms</b>					
	<b>Education</b>					
4950	Education	61,896	680,000	680,000	680,000	0.0
	Pjt Promise, Tobacco Gr, WDH, Tech Gr Voc Cntr, Family Support, 21st Century,				680,000	
	<b>Total Education</b>	<b>61,896</b>	<b>680,000</b>	<b>680,000</b>	<b>680,000</b>	<b>0.0</b>
<b>Total</b>	<b>School - Misc Grants &amp; Pgms</b>	<b>61,896</b>	<b>680,000</b>	<b>680,000</b>	<b>680,000</b>	<b>0.0</b>
<b>Total 2900</b>	<b>School Special Pgms &amp; Grants</b>	<b>266,198</b>	<b>830,000</b>	<b>830,000</b>	<b>830,000</b>	<b>0.0</b>

# EDUCATION

**Division: Tuition Programs Fund**

**Function 3810-46900**

***Mission Statement:***

To provide educational opportunities for students and adults through special grants and tuition. These funds are from sources other than local taxation.

***Major Services/Responsibilities:***

Dover Adult Learning Center: \$341,000

Dover High Summer Programs: \$15,000

***Key Fiscal Year Objectives:***

Dover Adult Learning Center helps adults to:

- Develop basic skills in reading, writing, math, ESL and entry level job skills, including computer literacy
- Meet college or job requirements for high school level courses
- Enrich their lives with community education classes

Dover High School Summer Program helps students in:

- English, Algebra, Math, American History, Government, Economics and Geometry.

***Performance Measures:***

Description	FY02 Act	FY03 Est	FY04 Est
Dover Adult Learning Center (DALC)	\$305,000	\$341,000	\$341,000
Dover High School Summer Program	\$0	\$13,000	\$15,000

**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Appropriations**

**3810 School Tuition Programs**  
**School**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>7930</b>	<b>School - Dover Adult Learning Ctr</b>					
	<b>Personal Services</b>					
4115	Regular Hourly Employees	224,465	0	0	0	0.0
	<b>Total Personal Services</b>	<b>224,465</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>
	<b>Education</b>					
4950	Education	(3,182)	144,000	144,000	144,000	0.0
	Pjt. 7930 Dover Adult Learning Center				144,000	
	<b>Total Education</b>	<b>(3,182)</b>	<b>144,000</b>	<b>144,000</b>	<b>144,000</b>	<b>0.0</b>
<b>Total</b>	<b>School - Dover Adult Learning Ctr</b>	<b>221,283</b>	<b>144,000</b>	<b>144,000</b>	<b>144,000</b>	<b>0.0</b>
<b>7931</b>	<b>School - Summer Sessions</b>					
	<b>Personal Services</b>					
4110	Regular Salaried Employees	10,885	0	0	0	0.0
	<b>Total Personal Services</b>	<b>10,885</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>
	<b>Education</b>					
4950	Education	3,182	14,000	14,000	14,000	0.0
	Pjt. 7931 Summer School				14,000	
	<b>Total Education</b>	<b>3,182</b>	<b>14,000</b>	<b>14,000</b>	<b>14,000</b>	<b>0.0</b>
<b>Total</b>	<b>School - Summer Sessions</b>	<b>14,067</b>	<b>14,000</b>	<b>14,000</b>	<b>14,000</b>	<b>0.0</b>
<b>Total</b>	<b>3810 School Tuition Programs</b>	<b>235,350</b>	<b>158,000</b>	<b>158,000</b>	<b>158,000</b>	<b>0.0</b>

# EDUCATION

**Division: Dover High School Alternative Program      Function 3825-46900**

## ***Mission Statement:***

Committed to creating a diverse learning environment, emphasizing collaboration and innovation. Our schools will develop lifelong learners and responsible citizens.

## ***Major Services/Responsibilities:***

- Provide a “State of the Art” Alternative School Program for the students of Dover. This innovative program, housed in the new Dover Alternative School Building, provides an excellent learning environment for “at risk” students.
- The Dover Alternative School will make up to 10 spaces available for tuition students.

## ***Key Fiscal Year Objectives:***

- Literacy: To improve student literacy in all subject areas.
- Data Driven Decision Making: To improve the quality of district and school decision making by systematically using data to guide our decisions.
- Technology: To increase the access to technology, and its use as a tool for learning.
- Safe Schools: To increase student resiliency by creating a school environment characterized by trust, respect and open communications.

## ***Performance Measures:***

Description	FY02 Act	FY03 Est	FY04 Est
N/A			

**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Appropriations**

**3825 School Alternative Education Fund**

**School**

**46900 Education**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Education</b>						
4950	Education	179,337	572,000	720,000	720,000	25.9
	Alternative Education Expenses				720,000	
	<b>Total Education</b>	<b>179,337</b>	<b>572,000</b>	<b>720,000</b>	<b>720,000</b>	<b>25.9</b>
<b>Total 46900</b>	<b>Education</b>	<b>179,337</b>	<b>572,000</b>	<b>720,000</b>	<b>720,000</b>	<b>25.9</b>

# EDUCATION

**Division: School Facilities Fund**

**Function 3830-46900**

***Mission Statement:***

To provide for the upkeep of school and athletic facilities through special rental and gate receipts revenues.

***Major Services/Responsibilities:***

Care of district physical plant and the providing of a safe environment for use by the students, staff and public. No local taxes appropriated.

Gate Receipts: \$25,000

Facilities Rentals: \$45,000

Total \$70,000

***Key Fiscal Year Objectives:***

- We will review and adopt a revised schedule of rental fees.
- Funds collected will be used to improve facility areas used by the general public.

***Performance Measures:***

Description	FY02 Act	FY03 Est	FY04 Est
N/A			



**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Appropriations**

**3830 School Facilities Fund**

**School**

**46900 Education**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Personal Services</b>						
4115	Regular Hourly Employees	22,948	0	0	0	0.0
<b>Total Personal Services</b>		<b>22,948</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>
<b>Education</b>						
4950	Education	77,103	70,000	75,000	75,000	7.1
Appropriation Total					75,000	
<b>Total Education</b>		<b>77,103</b>	<b>70,000</b>	<b>75,000</b>	<b>75,000</b>	<b>7.1</b>
<b>Total 46900 Education</b>		<b>100,051</b>	<b>70,000</b>	<b>75,000</b>	<b>75,000</b>	<b>7.1</b>

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**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Intergovernmental**

**Appropriations by Function**

Function	Description	Prior Year Actual	Current Year Budget	City Mgr Proposed	Dollar Change	% Chng
<b>1000</b>	<b>General Fund</b>					
48000	County Tax	3,666,619	3,695,245	4,492,381	797,136	21.6
	<b>Total 1000 General Fund</b>	<b>3,666,619</b>	<b>3,695,245</b>	<b>4,492,381</b>	<b>797,136</b>	<b>21.6</b>
	<b>Total for Department</b>	<b>3,666,619</b>	<b>3,695,245</b>	<b>4,492,381</b>	<b>797,136</b>	<b>21.6</b>

**Appropriations by Budget Category**

Fund	Description	Prior Year Actual	Current Year Budget	City Mgr Proposed	Dollar Change	% Chng
<b>1000</b>	<b>General Fund</b>					
	Intergovernmental	3,666,619	3,695,245	4,492,381	797,136	21.6
	<b>Total 1000 General Fund</b>	<b>3,666,619</b>	<b>3,695,245</b>	<b>4,492,381</b>	<b>797,136</b>	<b>21.6</b>
	<b>Total for Department</b>	<b>3,666,619</b>	<b>3,695,245</b>	<b>4,492,381</b>	<b>797,136</b>	<b>21.6</b>

# INTERGOVERNMENTAL

**Division: County Tax**

**Function 48000**

***Mission Statement:***

To accurately budget and timely disburse the County Tax Assessment.

***Major Services/Responsibilities:***

- Include the most accurate assessment amount prior to final adoption of the City's budget by the City Council
- Process and disburse the money to the County Treasurer on the due date of the tax

***Key Fiscal Year Objectives:***

***Performance Measures:***

Description	FY02 Act	FY03 Est	FY04 Est
Timely disbursement of the County check	On Time	On Time	On Time

**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Appropriations**

**1000 General Fund**

**Intergovernmental**

**48000 County Tax**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Intergovernmental</b>						
4990	County Tax	3,666,619	3,695,245	4,492,381	4,492,381	21.6
	County Tax apportionment				4,492,381	
<b>Total Intergovernmental</b>		<b>3,666,619</b>	<b>3,695,245</b>	<b>4,492,381</b>	<b>4,492,381</b>	<b>21.6</b>
<b>Total 48000</b>	<b>County Tax</b>	<b>3,666,619</b>	<b>3,695,245</b>	<b>4,492,381</b>	<b>4,492,381</b>	<b>21.6</b>

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**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Debt Service**

**Appropriations by Function**

Function	Description	Prior Year Actual	Current Year Budget	City Mgr Proposed	Dollar Change	% Chng
<b>1000</b>	<b>General Fund</b>					
47100	Debt Service - City	3,539,778	3,514,034	3,699,537	185,503	5.3
47190	Debt Service - School	2,146,143	2,178,843	2,386,787	207,944	9.5
	<b>Total 1000 General Fund</b>	<b>5,685,921</b>	<b>5,692,877</b>	<b>6,086,324</b>	<b>393,447</b>	<b>6.9</b>
	<b>Total for Department</b>	<b>5,685,921</b>	<b>5,692,877</b>	<b>6,086,324</b>	<b>393,447</b>	<b>6.9</b>

**Appropriations by Budget Category**

Fund	Description	Prior Year Actual	Current Year Budget	City Mgr Proposed	Dollar Change	% Chng
<b>1000</b>	<b>General Fund</b>					
	Debt Service	5,685,921	5,692,877	6,086,324	393,447	6.9
	<b>Total 1000 General Fund</b>	<b>5,685,921</b>	<b>5,692,877</b>	<b>6,086,324</b>	<b>393,447</b>	<b>6.9</b>
	<b>Total for Department</b>	<b>5,685,921</b>	<b>5,692,877</b>	<b>6,086,324</b>	<b>393,447</b>	<b>6.9</b>

# CAPITAL IMPROVEMENT & DEBT

**Division: Debt Service**

**Function 47100**

## ***Mission Statement:***

The Finance Department shall administer the debt of the City, insuring timely issuance of securities and payment of the City's debt obligations

## ***Major Services/Responsibilities:***

- Issuance of long term bonds to meet the cash needs of the adopted Capital Improvements Program budget for the fiscal year
- Issuance of short term Tax Anticipation Notes to meet the cash needs of the City until tax collections occur
- Payment of both principal and interest on bonds and short term notes in a timely fashion
- Forecasting the impact of security issuances on the Property Tax and Water/Sewer User Fees
- Forecasting the cash flow needs of the City

## ***Key Fiscal Year Objectives:***

- Complete the issuance of the Tax Anticipation Notes in the first quarter as cash is required
- Complete the issuance of a Bond Anticipation Note to cover the cash needs of the FY04 CIP
- Monitor cash flow to determine future cash need during the fiscal year

## ***Performance Measures:***

Description	FY02 Act	FY03 Est	FY04 Est
Timely disbursement of payments	On Time	On Time	On Time



**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Appropriations**

**1000 General Fund**

**Debt Service**

**47100 Debt Service - City**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Debt Service</b>						
4920	Principal Payments	2,252,907	2,309,507	2,432,507	2,432,507	5.3
	Principal payments on long term debt				2,246,757	
	Principal payments on anticipated Issue				207,000	
	Less amortization of DIDA Bond				(21,250)	
4921	Interest - Bonds	1,224,324	1,047,627	1,053,625	1,053,625	0.6
	Interest payments on long term debt				920,875	
	Interest payments on anticipated issue				132,750	
4922	Interest - Bond Ant Notes	0	95,900	535,755	163,405	70.4
	Interest payments on short term debt				163,405	
4923	Interest - Tax Ant Notes	62,547	61,000	50,000	50,000	(18.0)
	Interest on short term operating debt				50,000	
	2,500,000 X 3.0% X 8/12					
<b>Total Debt Service</b>		<b>3,539,778</b>	<b>3,514,034</b>	<b>4,071,887</b>	<b>3,699,537</b>	<b>5.3</b>
<b>Total 47100</b>	<b>Debt Service - City</b>	<b>3,539,778</b>	<b>3,514,034</b>	<b>4,071,887</b>	<b>3,699,537</b>	<b>5.3</b>

**City of Dover**  
**Fiscal Year 2004 Budget**  
 July 1, 2003 - June 30, 2004

**Appropriations**

**1000 General Fund**

**Debt Service**

**47190 Debt Service - School**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	% Chng
<b>Debt Service</b>						
4920	Principal Payments	1,732,801	1,667,730	1,745,064	1,745,064	4.6
	Principal payments on long term debt				1,595,064	
	Principal Interest on anticipated issue				150,000	
4921	Interest - Bonds	413,342	425,713	559,223	559,223	31.4
	Interest payments on long term debt				458,063	
	Interest payments on anticipated issue				101,160	
4922	Interest - Bond Ant Notes	0	85,400	82,500	82,500	(3.4)
	Interest payments on short term debt				82,500	
<b>Total Debt Service</b>		<b>2,146,143</b>	<b>2,178,843</b>	<b>2,386,787</b>	<b>2,386,787</b>	<b>9.5</b>
<b>Total</b>	<b>47190 Debt Service - School</b>	<b>2,146,143</b>	<b>2,178,843</b>	<b>2,386,787</b>	<b>2,386,787</b>	<b>9.5</b>

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# City of Dover

## Fiscal Year 2004 Budget

### Debt Service on Existing Debt

#### Debt Principal Payments

Description	Issue #	Issue Amount	Issue Year	Rate	Due	City	School	Total General	Water	Sewer(1)	Arena	DIDA	Grand Total
Public Impr	3026	3,462,000	88	7.190%	07/15/03	135,000	5,000	140,000	75,000	5,000	5,000		225,000
WWTP-State Guar	3027	1,295,000	88	6.982%	07/15/03			0		70,000			70,000
Public Impr	3029	2,816,220	89	6.791%	07/15/04	75,000	25,000	100,000	30,000	55,000			185,000
Public Impr	3030	4,414,280	90	6.933%	01/15/06	90,000	20,000	110,000	75,000	85,000			270,000
Public Impr	3031	2,722,500	91	6.635%	08/15/06	100,000	20,000	120,000	10,000	15,000			145,000
WWTP-State Guar	3032	10,500,000	91	6.698%	07/15/11			0		525,000			525,000
WWTP-State Guar	3033	7,300,000	91	6.575%	01/15/12			0		365,000			365,000
WWTP-State Guar	3034	450,000	92	5.597%	01/15/12			0		25,000			25,000
Public Impr	3035	1,188,338	93	5.415%	08/15/08	59,000	16,000	75,000			5,000		80,000
Public Impr	3036	3,043,000	94	5.610%	08/15/09	143,000	43,000	186,000	29,000				215,000
Public Impr	3037	3,356,711	95	5.326%	08/15/10	130,000	30,000	160,000	25,000	40,000			225,000
Public Impr	3038	3,885,092	96	5.655%	08/15/11	180,000	90,000	270,000	25,000				295,000
Energy Conserv	3039	875,055	96	5.406%	01/15/12	50,000		50,000			28,490		78,490
Public Impr	3040	1,002,327	97	4.840%	08/15/12	40,000	25,000	65,000	10,000				75,000
SRL - Tolend Landfill	3042	1,271,357	98	3.563%	09/01/13	84,757		84,757					84,757
Public Impr	3043	4,137,500	99	4.190%	01/15/13	270,000		270,000	20,000	35,000			325,000
SRL - Griffin Well	3044	250,000	99	1.188%	11/01/03			0	22,649				22,649
Public Impr	3045	2,179,901	99	5.510%	01/15/15	55,000	95,000	150,000					150,000
New Middle School	3046	15,741,027	99	5.580%	01/15/20		1,076,064	1,076,064					1,076,064
Public Impr	3047	22,991,400	01	4.451%	06/15/21	750,000	150,000	900,000	200,000	220,000	180,000		1,500,000
Public Impr	3048	2,240,600	02	4.230%	06/15/22	85,000		85,000		30,000	30,000		145,000
Totals						2,246,757	1,595,064	3,841,821	521,649	1,470,000	248,490	0	6,081,960

1 - Offset by State Aid

#### Debt Interest Payments

Description	Issue #	Issue Amount	Issue Year	Rate	Due	City	School	Total General	Water	Sewer(1)	Arena	DIDA	Grand Total
Public Impr	3026	3,462,000	88	7.190%	07/15/03	5,083	188	5,271	2,824	188	188		8,471
WWTP-State Guar	3027	1,295,000	88	6.982%	07/15/03			0		2,548			2,548
Public Impr	3029	2,816,220	89	6.791%	07/15/04	7,650	2,550	10,200	3,060	5,610			18,870
Public Impr	3030	4,414,280	90	6.933%	01/15/06	18,900	4,200	23,100	15,750	17,850			56,700
Public Impr	3031	2,722,500	91	6.635%	08/15/06	23,950	4,790	28,740	2,395	3,593			34,728
WWTP-State Guar	3032	10,500,000	91	6.698%	07/15/11			0		302,794			302,794
WWTP-State Guar	3033	7,300,000	91	6.575%	01/15/12			0		218,635			218,635
WWTP-State Guar	3034	450,000	92	5.597%	01/15/12			0		11,510			11,510
Public Impr	3035	1,188,338	93	5.415%	08/15/08	18,039	4,892	22,931			1,529		24,460
Public Impr	3036	3,043,000	94	5.610%	08/15/09	46,526	11,066	57,592	10,788				68,380
Public Impr	3037	3,356,711	95	5.326%	08/05/10	49,403	9,328	58,731	10,019	16,030			84,780
Public Impr	3038	4,517,980	96	5.250%	08/15/11	83,228	17,470	100,698	10,049				110,747
Energy Conserv	3039	875,055	96	5.406%	01/15/12	10,800		10,800			12,148		22,948
Public Impr	3040	1,002,327	97	4.840%	08/15/12	18,560	5,325	23,885	2,130				26,015
SRL - Tolend Landfill	3042	1,271,357	98	3.563%	09/01/13	33,214		33,214					33,214
Public Impr	3043	4,137,500	99	4.190%	01/15/13	97,993		97,993	7,100	11,900			116,993
SRL - Griffin Well	3044	250,000	99	1.188%	11/01/03			0	269				269
Public Impr	3045	2,179,901	99	5.510%	01/15/15	34,150	61,140	95,290					95,290
New Middle School	3046	15,741,027	99	5.580%	01/15/20		255,658	255,658					255,658
Public Impr	3047	22,991,400	01	4.451%	06/15/21	427,611	81,456	509,067	109,885	105,054	144,450		868,456
Public Impr	3048	2,240,600	02	4.230%	06/15/22	45,768		45,768		16,830	22,300		84,898
Totals						920,875	458,063	1,378,938	174,269	712,542	180,615	0	2,446,364

\* Note: Future issues to be temporarily financed with Bond Anticipation Notes.

#### Total Principal & Interest

3,167,632 2,053,127 5,220,759 695,918 2,182,542 429,105 0 8,528,324

# City of Dover, NH

## Long Term Debt Outstanding @ 6/30/03 and Analysis of Debt Limit

Description	Issue #	Issue Amount	Issue Year	Rate	RF	Due	Outstanding Balance	Exempt from Debt Limits	Debt Outstanding Against Debt Limits				
									City	School	Water	DIDA (IP)	DIDA (IB)
BONDED DEBT													
Public Impr	3026	3,462,000	88	7.1897%	(2)	07/15/03	225,000	5,000	140,000	5,000	75,000		
WWTP-State Guar	3027	1,295,000	88	6.9788%	(2)	07/15/03	70,000	70,000					
Public Impr	3029	2,816,220	89	6.7911%	(1)	07/15/04	370,000	110,000	150,000	50,000	60,000		
Public Impr	3030	4,414,280	90	6.9325%	(1)	01/15/06	810,000	255,000	270,000	60,000	225,000		
Public Impr	3031	2,722,500	91	6.6354%	(1)	08/15/06	580,000	60,000	400,000	80,000	40,000		
WWTP-State Guar	3032	10,500,000	91	6.6983%	(1)	07/15/11	4,725,000	4,725,000					
WWTP-State Guar	3033	7,300,000	91	6.5746%	(1)	01/15/12	3,285,000	3,285,000					
WWTP-State Guar	3034	450,000	92	5.5966%	(1)	01/15/12	200,000	200,000					
Public Impr	3035	1,188,338	93	5.4153%		08/15/08	480,000	0	384,000	96,000			
Public Impr	3036	3,043,000	94	5.6100%	(1)	08/15/09	1,305,000	0	886,000	216,000	203,000		
Public Impr	3037	3,356,711	95	5.3259%	(1)	08/15/10	1,700,000	320,000	470,000	190,000	200,000	520,000	
Public Impr	3038	3,885,092	96	5.6554%	(1)	08/15/11	2,105,000	0	625,000	355,000	190,000	935,000	
Energy Conservation	3039	875,055	96	5.4059%	(1)	01/15/12	424,410	0	424,410				
Public Impr	3040	1,002,327	97	4.8400%		08/15/12	575,000	0	400,000	125,000	50,000		
Public Impr	3043	4,137,500	99	4.1900%		01/15/13	2,810,000	285,000	2,355,000		170,000		
Public Impr	3045	2,179,901	99	5.5100%		01/15/15	1,730,000	0	620,000	1,110,000			
New Middle School	3046	15,741,027	99	5.5800%		01/15/20	12,132,764	0		12,132,764			
Public Impr	3047	22,991,400	01	4.4506%		06/15/21	19,990,000	2,425,000	13,140,000	1,900,000	2,525,000		
Public Impr	3048	2,240,600	02	4.2300%		06/15/22	2,100,000	420,000	1,680,000				
TOTAL BONDED DEBT OUTSTANDING							55,617,174	12,160,000	21,944,410	16,319,764	3,738,000	1,455,000	0
OTHER DEBT													
SRL - Tolend Landfill	3042	1,271,357	98	3.5625%		09/01/13	932,328	932,328					
SRL - Griffin Well	3044	250,000	99	1.1875%		11/01/03	22,649				22,649		
TOTAL OTHER DEBT OUTSTANDING							954,977	932,328	0	0	22,649	0	0
TOTAL LONG TERM DEBT OUTSTANDING							56,572,151	13,092,328	21,944,410	16,319,764	3,760,649	1,455,000	0
DEBT AUTHORIZED - UNISSUED													
				Antic.Issue									
Public Impr - FY03	NA	10,298,000		05/15/03			10,298,000	4,275,000	2,050,000	2,248,000	1,725,000		
Public Impr - FY04	NA	8,371,000		NA			8,371,000	700,000	2,971,000	1,500,000	3,200,000		
TOTAL DEBT AUTHORIZED UNISSUED							18,669,000	4,975,000	5,021,000	3,748,000	4,925,000	0	0
TOTAL DEBT OUTSTANDING & UNISSUED							75,241,151	18,067,328	26,965,410	20,067,764	8,685,649	1,455,000	0

### LEGAL DEBT LIMITS

TY01 Equalized Value for Debt Limit 1,820,063,750

	3.0%	7.0%	10.0%	Set by special legislation	
Legal Rate					
Legal Debt Limit	54,601,913	127,404,463	182,006,375	4,000,000	1,000,000
Unused Capacity	27,636,503	107,336,699	173,320,726	2,545,000	1,000,000
Percent Used	49.4%	15.8%	4.8%	36.4%	0.0%

### CITY COUNCIL POLICY

	City	School	Water	NA	NA
Percent of Statutory Limit	65.0%	15.0%	5.0%		
Dollar Limit	35,491,243	19,110,669	9,100,319		
Under(Over) Policy Limit	8,525,833	(957,094)	414,670		

<b>Sewer</b>	
Percent of Equalized Value	1.5%
Dollar Limit	27,300,956
Under(Over) Policy Limit	15,140,956

### Notes to Analysis:

Refinanced (RF) Notes:

- (1) Refinanced, original NIC reflected
- (2) Refinanced, new NIC reflected

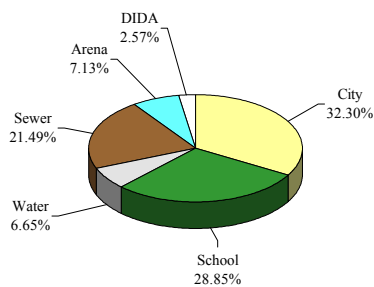
Reason for Exempt Status:

- 1 State Guaranteed (Mandated) Sewer Bonds - 3027, 3032, 3033, 3034
- 2 Sewer Portion of Public Impr - 3026, 3029, 3030, 3031, 3032, 3033, 3034, 3037, 3043, 3047, 3048

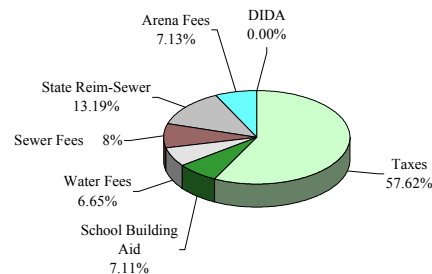
Other:

- 1 Repayment by Dover Indust Devlmt Auth Portion waived for DIDA portions of Public Impr - 3037 & 3038.
- 2 Totals excludes Tax and Bond Anticipation Notes

Outstanding Debt Balance



Financing Sources for Debt Retirement



## Capital Improvements Program

### Existing Principal Retirement by Year and Fund

Fiscal Yr	City Depts	School	Total General Fund	Water	Sewer	Arena	DIDA	Total City Debt
2004	2,246,757.14	1,595,064.08	3,841,821.22	521,649.00	1,470,000.00	248,490.00	0.00	6,081,960.22
2005	2,081,757.14	1,538,577.60	3,620,334.74	419,000.00	1,380,000.00	243,490.00	0.00	5,662,824.74
2006	1,983,757.14	1,441,850.22	3,425,607.36	384,000.00	1,325,000.00	243,490.00	0.00	5,378,097.36
2007	1,853,757.14	1,287,329.77	3,141,086.91	274,000.00	1,190,000.00	243,490.00	0.00	4,848,576.91
2008	1,688,757.14	1,204,081.32	2,892,838.46	264,000.00	1,170,000.00	241,490.00	0.00	4,568,328.46
2009	1,683,757.14	1,132,196.58	2,815,953.72	254,000.00	1,170,000.00	238,490.00	0.00	4,478,443.72
2010	1,569,757.14	1,068,601.72	2,638,358.86	254,000.00	1,170,000.00	233,490.00	0.00	4,295,848.86
2011	1,444,757.14	1,000,998.46	2,445,755.60	225,000.00	1,170,000.00	228,490.00	0.00	4,069,245.60
2012	1,284,757.14	933,944.57	2,218,701.71	195,000.00	1,100,000.00	228,490.00	0.00	3,742,191.71
2013	1,119,757.14	885,245.09	2,005,002.23	175,000.00	190,000.00	210,000.00	0.00	2,580,002.23
2014	1,079,757.06	851,240.51	1,930,997.57	175,000.00	190,000.00	210,000.00	0.00	2,505,997.57
2015	815,000.00	817,800.24	1,632,800.24	160,000.00	165,000.00	210,000.00	0.00	2,167,800.24
2016	765,000.00	694,631.50	1,459,631.50	160,000.00	165,000.00	205,000.00	0.00	1,989,631.50
2017	200,000.00	513,318.25	713,318.25	60,000.00	85,000.00	205,000.00	0.00	1,063,318.25
2018	120,000.00	479,851.08	599,851.08	60,000.00	55,000.00	205,000.00	0.00	919,851.08
2019	120,000.00	451,893.32	571,893.32	60,000.00	55,000.00	205,000.00	0.00	891,893.32
2020	120,000.00	423,139.41	543,139.41	60,000.00	55,000.00	205,000.00	0.00	863,139.41
2021	120,000.00	0.00	120,000.00	60,000.00	55,000.00	205,000.00	0.00	440,000.00
2022	0.00	0.00	0.00	0.00	0.00	25,000.00	0.00	25,000.00
2023	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2024	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2025	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Totals	20,297,328.46	16,319,763.72	36,617,092.18	3,760,649.00	12,160,000.00	4,034,410.00	0.00	56,572,151.18

## Capital Improvements Program

### Existing Debt Payments - Interest

Fiscal Yr	City Depts	School	Total General Fund	Water	Sewer	Arena	DIDA	Total City Debt
2004	920,873.43	458,063.43	1,378,936.86	174,268.84	712,541.27	180,615.39	0.00	2,446,362.36
2005	814,440.59	488,206.53	1,302,647.12	149,391.88	626,037.52	170,149.30	0.00	2,248,225.82
2006	717,153.00	516,227.17	1,233,380.17	128,929.25	543,896.26	159,863.96	0.00	2,066,069.64
2007	623,034.52	545,871.37	1,168,905.89	109,590.75	463,096.27	149,570.50	0.00	1,891,163.41
2008	539,977.06	577,208.43	1,117,185.49	97,235.76	390,138.76	139,272.04	0.00	1,743,832.05
2009	463,124.59	606,921.43	1,070,046.02	85,411.76	317,538.78	129,006.58	0.00	1,602,003.14
2010	387,607.36	636,425.78	1,024,033.14	73,766.26	244,606.88	118,970.62	0.00	1,461,376.90
2011	319,517.88	664,220.30	983,738.18	62,951.26	171,438.15	109,065.42	0.00	1,327,193.01
2012	257,530.91	696,484.19	954,015.10	53,546.26	99,176.90	99,260.20	0.00	1,205,998.46
2013	204,237.68	723,886.17	928,123.85	45,435.00	47,098.76	89,237.50	0.00	1,109,895.11
2014	155,293.21	749,115.75	904,408.96	37,575.00	38,648.76	79,862.50	0.00	1,060,495.22
2015	107,198.74	771,031.02	878,229.76	29,700.00	30,173.76	70,487.50	0.00	1,008,591.02
2016	69,217.50	788,693.50	857,911.00	22,300.00	22,617.50	60,850.00	0.00	963,678.50
2017	33,080.00	821,306.75	854,386.75	14,700.00	14,855.00	51,175.00	0.00	935,116.75
2018	23,700.00	854,586.42	878,286.42	11,850.00	10,862.50	41,475.00	0.00	942,473.92
2019	18,000.00	878,981.68	896,981.68	9,000.00	8,250.00	31,750.00	0.00	945,981.68
2020	12,000.00	909,310.59	921,310.59	6,000.00	5,500.00	21,562.50	0.00	954,373.09
2021	6,000.00	0.00	6,000.00	3,000.00	2,750.00	11,375.00	0.00	23,125.00
2022	0.00	0.00	0.00	0.00	0.00	1,187.50	0.00	1,187.50
2023	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2024	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2025	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Totals	5,671,986.47	11,686,540.51	17,358,526.98	1,114,652.02	3,749,227.07	1,714,736.51	0.00	23,937,142.58

## Capital Improvements Program

### Total Existing Debt Payments - P&I

Fiscal Yr	City Depts	School	Total General Fund	Water	Sewer	Arena	DIDA	Total City Debt
2004	3,167,630.57	2,053,127.51	5,220,758.08	695,917.84	2,182,541.27	429,105.39	0.00	8,528,322.58
2005	2,896,197.73	2,026,784.13	4,922,981.86	568,391.88	2,006,037.52	413,639.30	0.00	7,911,050.56
2006	2,700,910.14	1,958,077.39	4,658,987.53	512,929.25	1,868,896.26	403,353.96	0.00	7,444,167.00
2007	2,476,791.66	1,833,201.14	4,309,992.80	383,590.75	1,653,096.27	393,060.50	0.00	6,739,740.32
2008	2,228,734.20	1,781,289.75	4,010,023.95	361,235.76	1,560,138.76	380,762.04	0.00	6,312,160.51
2009	2,146,881.73	1,739,118.01	3,885,999.74	339,411.76	1,487,538.78	367,496.58	0.00	6,080,446.86
2010	1,957,364.50	1,705,027.50	3,662,392.00	327,766.26	1,414,606.88	352,460.62	0.00	5,757,225.76
2011	1,764,275.02	1,665,218.76	3,429,493.78	287,951.26	1,341,438.15	337,555.42	0.00	5,396,438.61
2012	1,542,288.05	1,630,428.76	3,172,716.81	248,546.26	1,199,176.90	327,750.20	0.00	4,948,190.17
2013	1,323,994.82	1,609,131.26	2,933,126.08	220,435.00	237,098.76	299,237.50	0.00	3,689,897.34
2014	1,235,050.27	1,600,356.26	2,835,406.53	212,575.00	228,648.76	289,862.50	0.00	3,566,492.79
2015	922,198.74	1,588,831.26	2,511,030.00	189,700.00	195,173.76	280,487.50	0.00	3,176,391.26
2016	834,217.50	1,483,325.00	2,317,542.50	182,300.00	187,617.50	265,850.00	0.00	2,953,310.00
2017	233,080.00	1,334,625.00	1,567,705.00	74,700.00	99,855.00	256,175.00	0.00	1,998,435.00
2018	143,700.00	1,334,437.50	1,478,137.50	71,850.00	65,862.50	246,475.00	0.00	1,862,325.00
2019	138,000.00	1,330,875.00	1,468,875.00	69,000.00	63,250.00	236,750.00	0.00	1,837,875.00
2020	132,000.00	1,332,450.00	1,464,450.00	66,000.00	60,500.00	226,562.50	0.00	1,817,512.50
2021	126,000.00	0.00	126,000.00	63,000.00	57,750.00	216,375.00	0.00	463,125.00
2022	0.00	0.00	0.00	0.00	0.00	26,187.50	0.00	26,187.50
2023	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2024	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2025	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Totals	25,969,314.93	28,006,304.23	53,975,619.16	4,875,301.02	15,909,227.07	5,749,146.51	0.00	80,509,293.76

## Capital Improvements Program

### Existing Debt Balance to Maturity

End of FY	City Depts	School	Total General Fund	Water	Sewer	Arena	DIDA	Total City Debt
2003	20,297,328.46	16,319,763.72	36,617,092.18	3,760,649.00	12,160,000.00	4,034,410.00	0.00	56,572,151.18
2004	18,050,571.32	14,724,699.64	32,775,270.96	3,239,000.00	10,690,000.00	3,785,920.00	0.00	50,490,190.96
2005	15,968,814.18	13,186,122.04	29,154,936.22	2,820,000.00	9,310,000.00	3,542,430.00	0.00	44,827,366.22
2006	13,985,057.04	11,744,271.82	25,729,328.86	2,436,000.00	7,985,000.00	3,298,940.00	0.00	39,449,268.86
2007	12,131,299.90	10,456,942.05	22,588,241.95	2,162,000.00	6,795,000.00	3,055,450.00	0.00	34,600,691.95
2008	10,442,542.76	9,252,860.73	19,695,403.49	1,898,000.00	5,625,000.00	2,813,960.00	0.00	30,032,363.49
2009	8,758,785.62	8,120,664.15	16,879,449.77	1,644,000.00	4,455,000.00	2,575,470.00	0.00	25,553,919.77
2010	7,189,028.48	7,052,062.43	14,241,090.91	1,390,000.00	3,285,000.00	2,341,980.00	0.00	21,258,070.91
2011	5,744,271.34	6,051,063.97	11,795,335.31	1,165,000.00	2,115,000.00	2,113,490.00	0.00	17,188,825.31
2012	4,459,514.20	5,117,119.40	9,576,633.60	970,000.00	1,015,000.00	1,885,000.00	0.00	13,446,633.60
2013	3,339,757.06	4,231,874.31	7,571,631.37	795,000.00	825,000.00	1,675,000.00	0.00	10,866,631.37
2014	2,260,000.00	3,380,633.80	5,640,633.80	620,000.00	635,000.00	1,465,000.00	0.00	8,360,633.80
2015	1,445,000.00	2,562,833.56	4,007,833.56	460,000.00	470,000.00	1,255,000.00	0.00	6,192,833.56
2016	680,000.00	1,868,202.06	2,548,202.06	300,000.00	305,000.00	1,050,000.00	0.00	4,203,202.06
2017	480,000.00	1,354,883.81	1,834,883.81	240,000.00	220,000.00	845,000.00	0.00	3,139,883.81
2018	360,000.00	875,032.73	1,235,032.73	180,000.00	165,000.00	640,000.00	0.00	2,220,032.73
2019	240,000.00	423,139.41	663,139.41	120,000.00	110,000.00	435,000.00	0.00	1,328,139.41
2020	120,000.00	0.00	120,000.00	60,000.00	55,000.00	230,000.00	0.00	465,000.00
2021	0.00	0.00	0.00	0.00	0.00	25,000.00	0.00	25,000.00
2022	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2023	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**Capital Improvements Program**  
**State Aid to Existing Debt Retirement**  
**Sewer Aid**

Fiscal Yr	Principal	Interest	Total
2004	829,603.00	483,827.00	1,313,430.00
2005	829,603.00	429,892.00	1,259,495.00
2006	829,603.00	375,210.00	1,204,813.00
2007	829,602.00	320,070.00	1,149,672.00
2008	829,602.00	264,352.00	1,093,954.00
2009	829,602.00	208,340.00	1,037,942.00
2010	829,602.00	152,140.00	981,742.00
2011	829,602.00	95,753.00	925,355.00
2012	822,663.00	39,363.00	862,026.00
2013	0.00	0.00	0.00
2014	0.00	0.00	0.00
2015	0.00	0.00	0.00
2016	0.00	0.00	0.00
2017	0.00	0.00	0.00
2018	0.00	0.00	0.00
2019	0.00	0.00	0.00
2020	0.00	0.00	0.00
2021	0.00	0.00	0.00
2022	0.00	0.00	0.00
2023	0.00	0.00	0.00
2024	0.00	0.00	0.00
Totals	7,459,482.00	2,368,947.00	9,828,429.00

**School Building Aid**

Fiscal Yr	Principal	Interest	Total
2004	361,836.64	0.00	361,836.64
2005	338,493.20	0.00	338,493.20
2006	322,074.99	0.00	322,074.99
2007	304,158.85	0.00	304,158.85
2008	288,184.32	0.00	288,184.32
2009	274,118.89	0.00	274,118.89
2010	258,340.44	0.00	258,340.44
2011	245,859.46	0.00	245,859.46
2012	231,743.29	0.00	231,743.29
2013	218,633.45	0.00	218,633.45
2014	208,432.07	0.00	208,432.07
2015	198,399.99	0.00	198,399.99
2016	188,449.37	0.00	188,449.37
2017	177,555.40	0.00	177,555.40
2018	143,955.32	0.00	143,955.32
2019	135,568.00	0.00	135,568.00
2020	126,941.82	0.00	126,941.82
2021	0.00	0.00	0.00
2022	0.00	0.00	0.00
2023	0.00	0.00	0.00
2024	0.00	0.00	0.00
Totals	4,022,745.50	0.00	4,022,745.50



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# Capital Improvements Program - FY04-09

## All Projects

PROJECT DESCRIPTION	Fiscal Year						Total
	2004	2005	2006	2007	2008	2009	
GENERAL GOVERNMENT							
Capital Reserve - Infrastructure & Equip	0	200,000	200,000	300,000	400,000	500,000	1,600,000
McConnell Bldg Improvements	0	500,000	500,000	500,000	500,000	500,000	2,500,000
City Hall - Heating Improvements	0						0
Cemetery - Development		50,000	50,000	50,000	50,000	50,000	250,000
Cemetery - Office and Garage Facility		150,000					150,000
Cemetery - Road Improvements			20,000	20,000	20,000	20,000	80,000
Open Space Land Acquisition	1,000,000						1,000,000
TOTAL GENERAL GOVT.	1,000,000	900,000	770,000	870,000	970,000	1,070,000	5,580,000
POLICE							
Police Vehicle Replacement	0	108,000	108,000	108,000	108,000	108,000	540,000
Police Communications	0						0
Police Firing Range		500,000					500,000
Police Facility - Land Acquisition			750,000				750,000
Police Facility - Design & Construction			5,500,000				5,500,000
TOTAL POLICE	0	608,000	6,358,000	108,000	108,000	108,000	7,290,000
FIRE & RESCUE							
Hose Replacement - Large Diameter	0						0
Defibrillator Replacement	0						0
Central Station Renovation	0						0
SCBA Replacement	116,000						116,000
Ambulance Purchase	0						0
Protective Clothing		50,000	50,000				100,000
Southend Fire Station Renovation			100,000				100,000
Staff Vehicle Replacement					30,000		30,000
Fire Facility - North End Station						1,900,000	1,900,000
Fire Apparatus - North End Station						450,000	450,000
TOTAL FIRE & RESCUE	116,000	50,000	150,000	0	30,000	2,350,000	2,696,000
COMMUNITY SERVICES - PUBLIC WORKS							
PW Heavy Equipment	0	200,000	200,000	200,000	200,000	200,000	1,000,000
General Streets Improvements	0	750,000	750,000	750,000	750,000	750,000	3,750,000
General Sidewalks Improvements	0	400,000	400,000	400,000	400,000	400,000	2,000,000
Drainage - Broadway Area	1,000,000						1,000,000
Transportation Impr Pgm - Local Share	212,000	221,000					433,000
Transportation Impr Pgm - Fed/State	848,000	867,000	250,000	2,000,000			3,965,000
Drainage System Impr Study	0	150,000	150,000				300,000
Tolend Rd Landfill Remediation	500,000	3,000,000	1,500,000				5,000,000
Cocheco River Dredge Spoils Cell	300,000	100,000					400,000
Improvements - Glenwood Ave	0	1,550,000					1,550,000
Reconstruction - Henry Law Ave	0						0
Improvements - Bellamy Rd	400,000						400,000
Vehicle Replacement Study	0						0
Reconstruction - Broadway				200,000	2,000,000		2,200,000
Silver St Reconstruction					200,000	750,000	950,000
TOTAL COMM SERV - PW	3,260,000	7,238,000	3,250,000	3,550,000	3,550,000	2,100,000	22,948,000
CULTURE & RECREATION							
Park/Playground Improvements	0	60,000	60,000	60,000	60,000	60,000	300,000
Park Improvements - Maglaras	40,000	475,000					515,000
Butterfield Gym Improvements	55,000						55,000
Vehicle Replacement	0						0
Park Improvements - Bellamy (incl Bridge)		100,000	100,000				200,000
Butterfield Gym - Fitness Center Upgrade		250,000					250,000
Athletic Field Development			50,000	50,000	50,000	50,000	200,000
Park Improvements - Henry Law						285,000	285,000
TOTAL CULTURE & RECREATION	95,000	885,000	210,000	110,000	110,000	395,000	1,805,000
LIBRARY							
Library Automation Upgrade	0	71,200					71,200
Books and Collections	91,625	100,000	100,000	100,000	100,000	100,000	591,625
TOTAL LIBRARY	91,625	171,200	100,000	100,000	100,000	100,000	662,825
TOTAL CITY DEPARTMENTS	4,562,625	9,852,200	10,838,000	4,738,000	4,868,000	6,123,000	40,981,825

# Capital Improvements Program - FY04-09

## All Projects

PROJECT DESCRIPTION	Fiscal Year							Total
	2004	2005	2006	2007	2008	2009		
<b>EDUCATION</b>								
Dover High School Facility Improvements	500,000						500,000	
Middle School - Wing Extensions	1,000,000						1,000,000	
Garrison School - Systems Upgrade		1,500,000					1,500,000	
Library Automation - School system wide		56,800					56,800	
Dover High School Phs Ed Looker Room			100,000				100,000	
SAU McConnell Center			1,000,000				1,000,000	
Woodman Park School - Interior Impr				8,000,000			8,000,000	
Early Learning Center/SAU - OMS					1,500,000		1,500,000	
TOTAL EDUCATION	1,500,000	1,556,800	1,100,000	8,000,000	1,500,000	0	13,656,800	
TOTAL GENERAL FUND	6,062,625	11,409,000	11,938,000	12,738,000	6,368,000	6,123,000	54,638,625	
<b>COMMUNITY SERVICES - WATER FUND</b>								
Transfer to Capital Reserve	150,000	200,000	250,000	300,000	300,000	300,000	1,500,000	
Water Meter Replacement	300,000	50,000	50,000	50,000	50,000	50,000	550,000	
Water Exploration	100,000						100,000	
Bouchard Well & Treatment Plant	1,400,000						1,400,000	
Radon Removal		100,000	650,000				750,000	
SCADA - Remote Monitorting		50,000					50,000	
Water Main Repl - Dover Pt	1,000,000						1,000,000	
Water Main Repl - Broadway Area	400,000	625,000					1,025,000	
Water Main Repl - Rte 9 Bridge	300,000						300,000	
Water Main Repl - Atlantic/Gulf Rd			400,000				400,000	
Water Main Repl - Old Rochester/Longhill Rd				1,300,000			1,300,000	
Water Main Repl - Nelson St					100,000		100,000	
Water Main Repl - Silver St					650,000		650,000	
TOTAL WATER FUND	3,650,000	1,025,000	1,350,000	1,650,000	1,100,000	350,000	9,125,000	
<b>COMMUNITY SERVICES - SEWER FUND</b>								
Transfer to Capital Reserve	350,000	400,000	400,000	400,000	400,000	400,000	2,350,000	
Pump Station Equipment Replace-Maint.	0	75,000	75,000	75,000	75,000	75,000	375,000	
Pump Station Upgrade - River St	100,000	100,000	250,000				450,000	
Inflow/Infiltration Mitigation	250,000	250,000	250,000	250,000			1,000,000	
Heavy Equipment - Loader	135,000						135,000	
Sewer Inspection Equipment	65,000						65,000	
WWTP - Primary Clarifier Upgrade	100,000						100,000	
WWTP - Outfall Improvement	250,000						250,000	
SCADA - Remote Monitoring		100,000					100,000	
Sewer Main - Glenwood Ave		525,000					525,000	
Sewer Main - Varney Br Forcemain Redesign		100,000	100,000				200,000	
Sewer Main - Durham Rd Rehab			400,000				400,000	
Sewer Main - Oak Hill				200,000			200,000	
Sewer Main - North End				2,000,000	1,000,000	1,000,000	4,000,000	
TOTAL SEWER FUND	1,250,000	1,550,000	1,475,000	2,925,000	1,475,000	1,475,000	10,150,000	
<b>COMMUNITY SERVICES - ARENA FUND</b>								
None							0	
TOTAL ARENA FUND	0	0	0	0	0	0	0	
<b>DOVER IND DEVELOPMENT FUND</b>								
None							0	
TOTAL DIDA	0	0	0	0	0	0	0	
TOTAL ENTERPRISE FUNDS	4,900,000	2,575,000	2,825,000	4,575,000	2,575,000	1,825,000	19,275,000	
TOTAL ALL PROJECTS	10,962,625	13,984,000	14,763,000	17,313,000	8,943,000	7,948,000	73,913,625	

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